

DOCUMENTS DEPARTMENT



CLOSED
STACKS

SAN FRANCISCO
PUBLIC LIBRARY

GOVERNMENT INFORMATION CENTER
SAN FRANCISCO PUBLIC LIBRARY

REFERENCE BOOK

Not to be taken from the Library

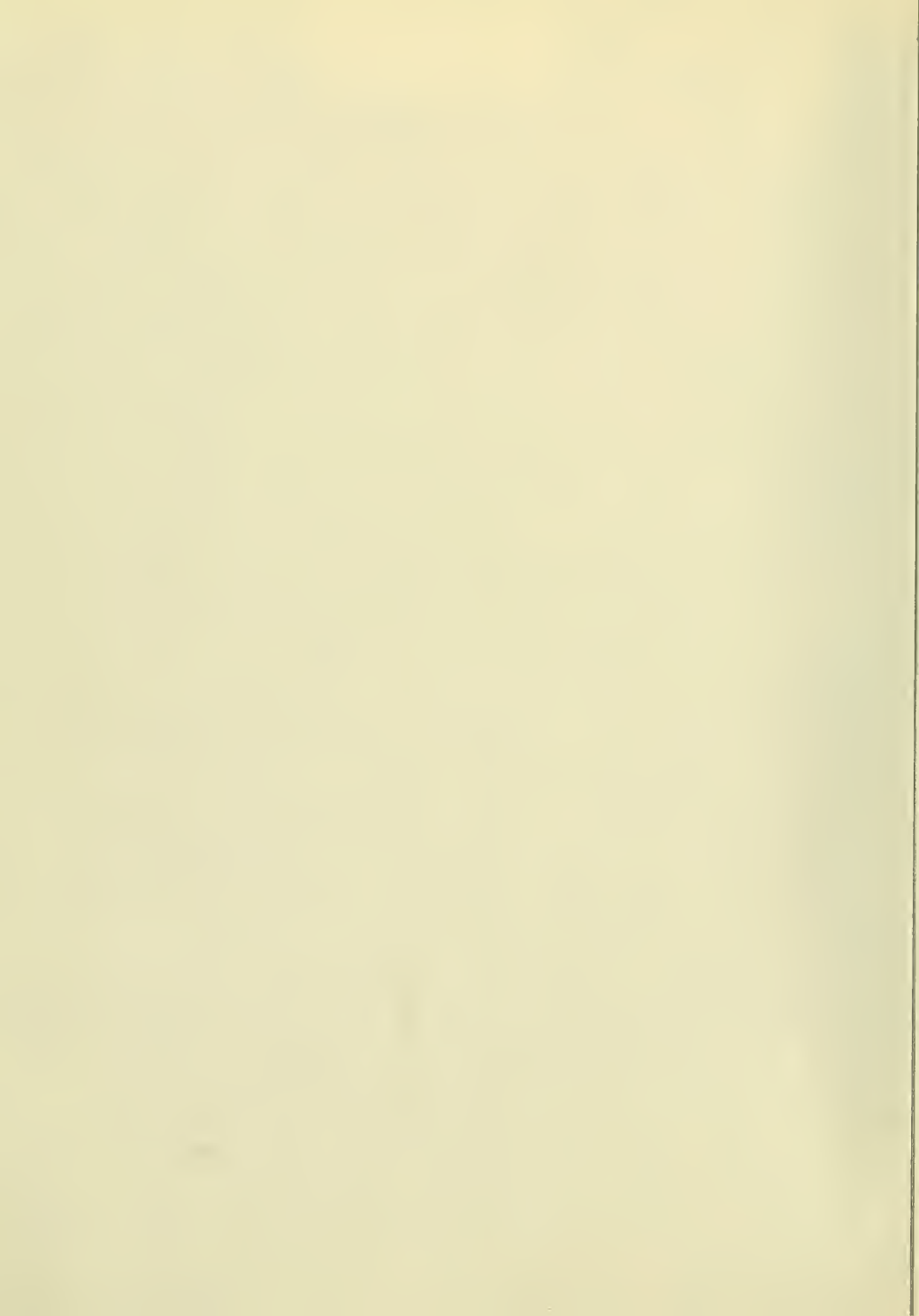
SAN FRANCISCO PUBLIC LIBRARY



3 1223 90120 8554

DOCUMENTS DEPARTMENT

OCT 8 1969





Digitized by the Internet Archive
in 2012 with funding from
California State Library Califa/LSTA Grant



1960 - 1961

ANNUAL REPORT

of the

DIRECTOR OF

FINANCE AND RECORDS

City and County

of

SAN FRANCISCO, CALIFORNIA

Including

1960-1961 Annual Reports

of

RECORDS CENTER

COUNTY CLERK

RECORDER

REGISTRAR OF VOTERS

PUBLIC GUARDIAN

PUBLIC ADMINISTRATOR

TAX COLLECTOR

SEALER OF WEIGHTS & MEASURES

AGRICULTURAL COMMISSIONER

FARMERS' MARKET

CITY AND COUNTY OF SAN FRANCISCO
Director of Finance and Records

August 25, 1961

Subject: 1960-61
Annual Report

Honorable Sherman P. Duckel,
Chief Administrative Officer
City and County of San Francisco
289 City Hall
San Francisco 2, California

Dear Mr. Duckel:

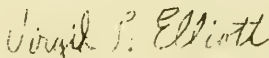
Annual reports for the fiscal year ended June 30, 1961, covering the departments under the jurisdiction of the Director of Finance and Records are respectfully submitted herewith, in accordance with provisions of Section 20 of the City and County Charter.

Attached are eleven reports. The first covers the operations and future planning of the Director. Then follow reports on the ten separate functions within the Departments of Finance and Records, Weights and Measures, and Agriculture.

Although considerable time and thought was devoted in 1960-61 to working cooperatively with the Mayor's Committee for Municipal Management, these reports do not comment on recommendations contained in the "Blyth-Zellerbach Report on Modern Management for San Francisco" which was released just prior to the end of the fiscal year. However, you have our separate comments on the 82 recommendations concerning our departments, and our information that approximately 40 per cent of these recommendations already have been put into effect or are being effectuated.

I know you share with us great admiration and esteem for Mr. Thomas A. Toomey, Recorder-Registrar of Voters, who retired October 31, 1960, after 34 years of outstanding municipal service. We are quite pleased with the success thus far in the rearrangement of office assignments, with Mr. Martin Mongan, County Clerk, also serving as Recorder, and with Mr. Chas. A. Rogers as the new Registrar of Voters.

Very truly yours,


VIRGIL L. ELLIOTT,
Director

Attachment

* 352.079
Sa522a

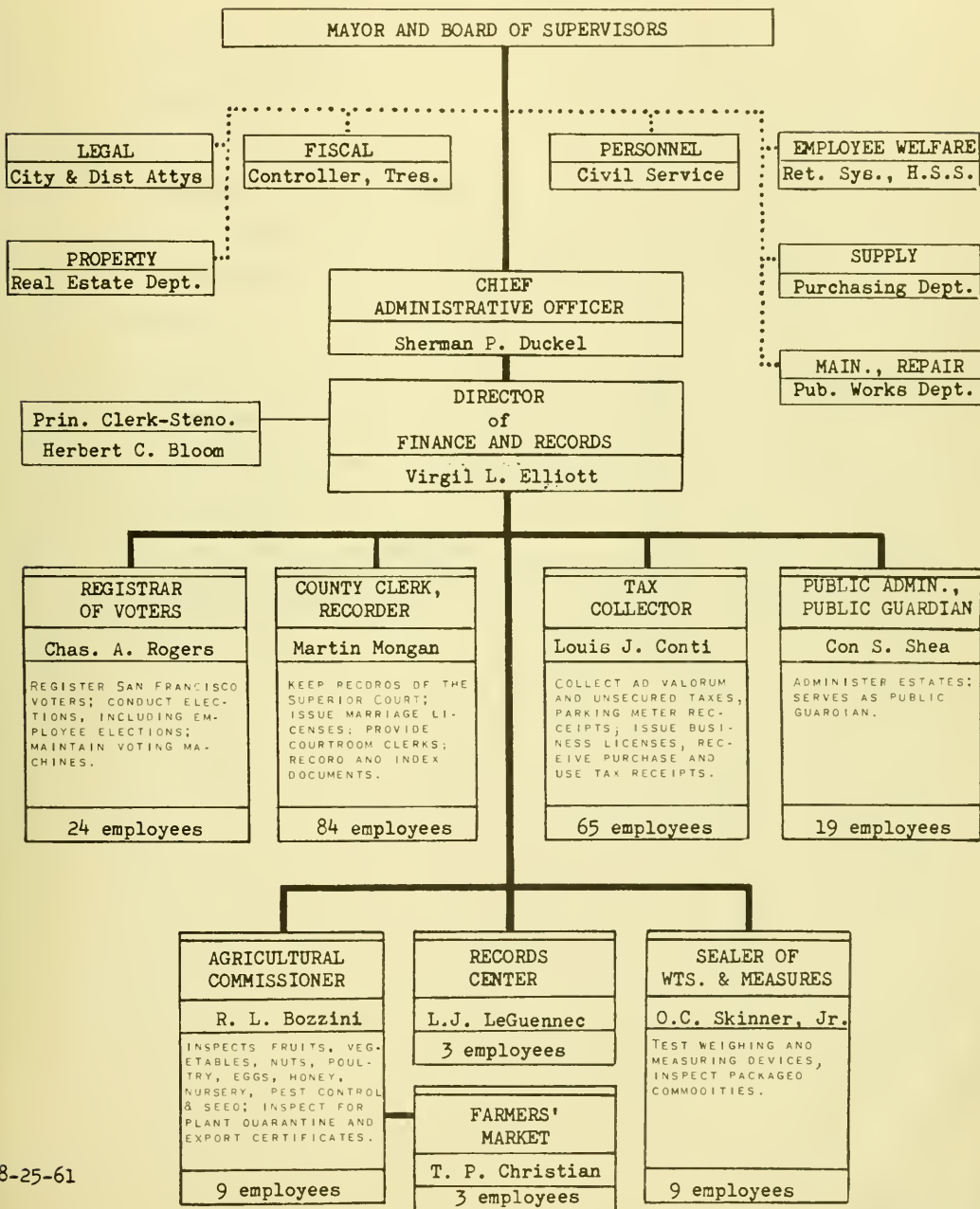
38 33

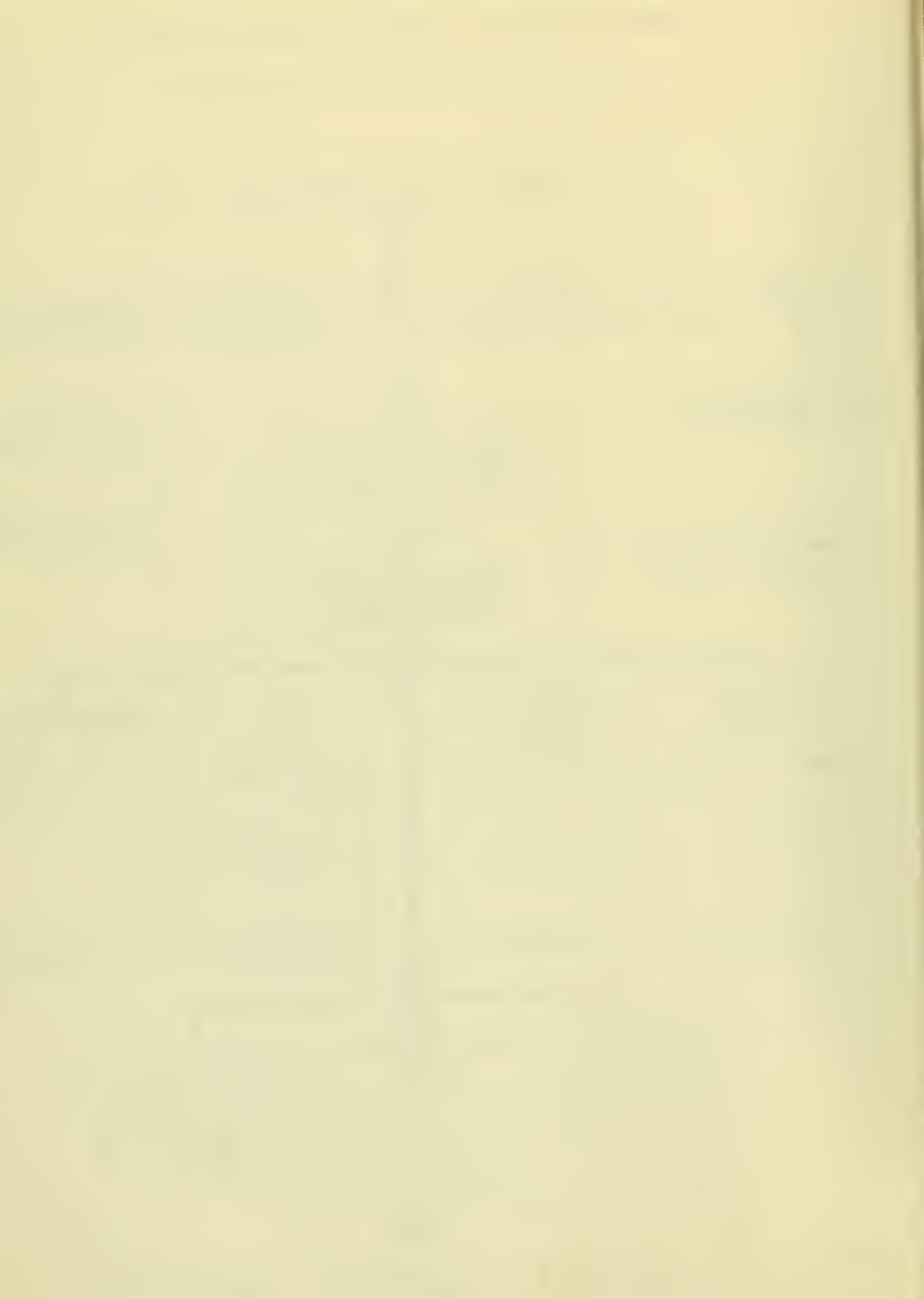
SAN FRANCISCO
PUBLIC LIBRARY,
DOCUMENTS DEPT.

[July 1960 - June 1965]

ORGANIZATION CHART -- DIRECTOR OF FINANCE AND RECORDS

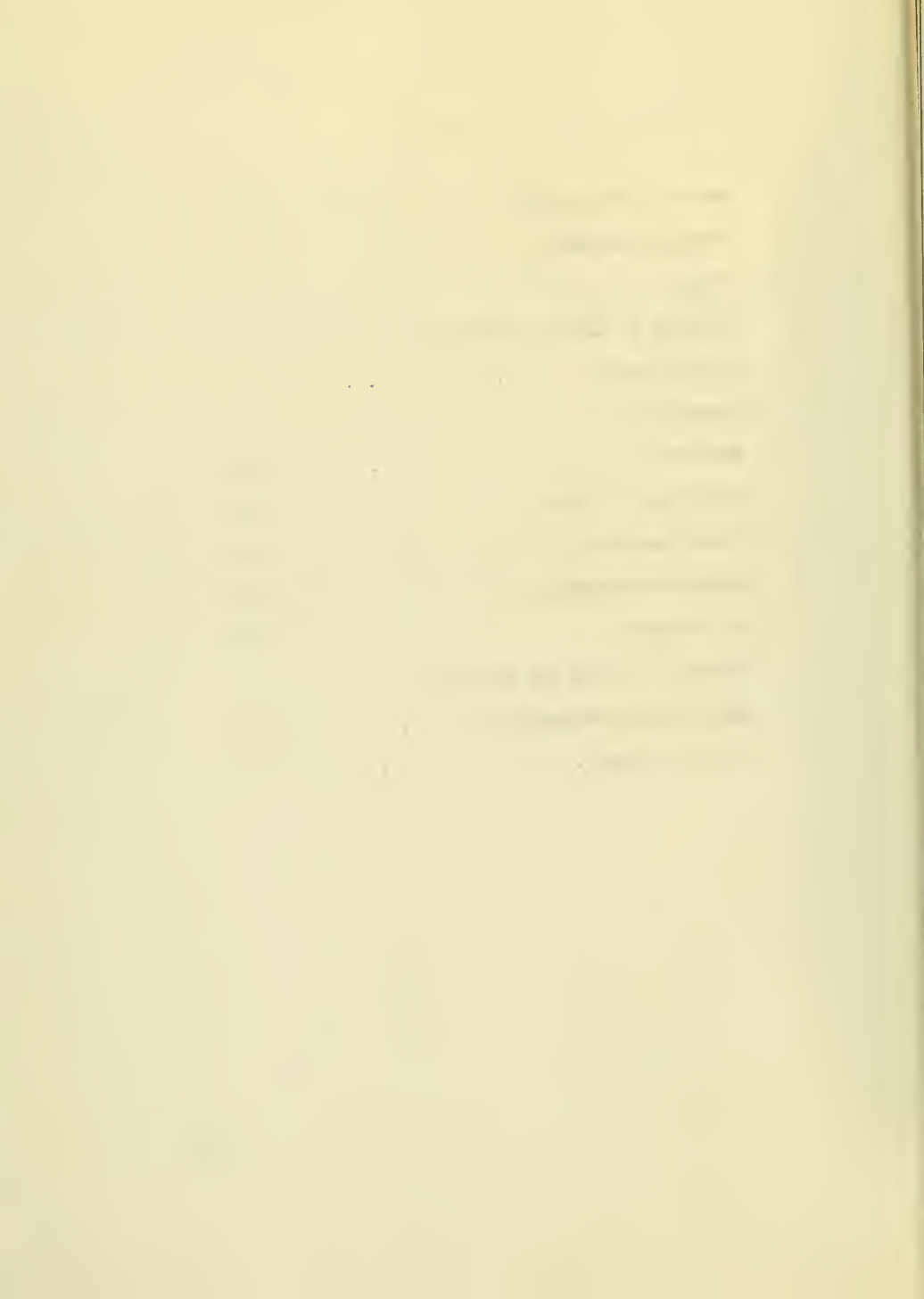
City and County of San Francisco, California





INDEX

Letter of Transmittal	1
Organization Chart	2
Index	3
Director of Finance and Records	4
Records Center	9
County Clerk	13
Recorder	19
Registrar of Voters	22
Public Guardian	25
Public Administrator	27
Tax Collector	29
Sealer of Weights and Measures	33
Agricultural Commissioner	35
Farmers' Market	37



DIRECTOR OF FINANCE AND RECORDS

The Director of Finance and Records, with the approval of the Chief Administrative Officer, has charge of and is responsible for the proper administration of the offices of County Clerk-Recorder, Records Center, Registrar of Voters, Public Administrator and Tax Collector. These offices also include the activities of the Public Guardian, the Superior Court clerks, the Bureau of Delinquent Revenue Collection, the Bureau of Licenses and the Parking Meter Collection Division. These offices and activities, together with the Director's Office, comprise the Department of Finance and Records.

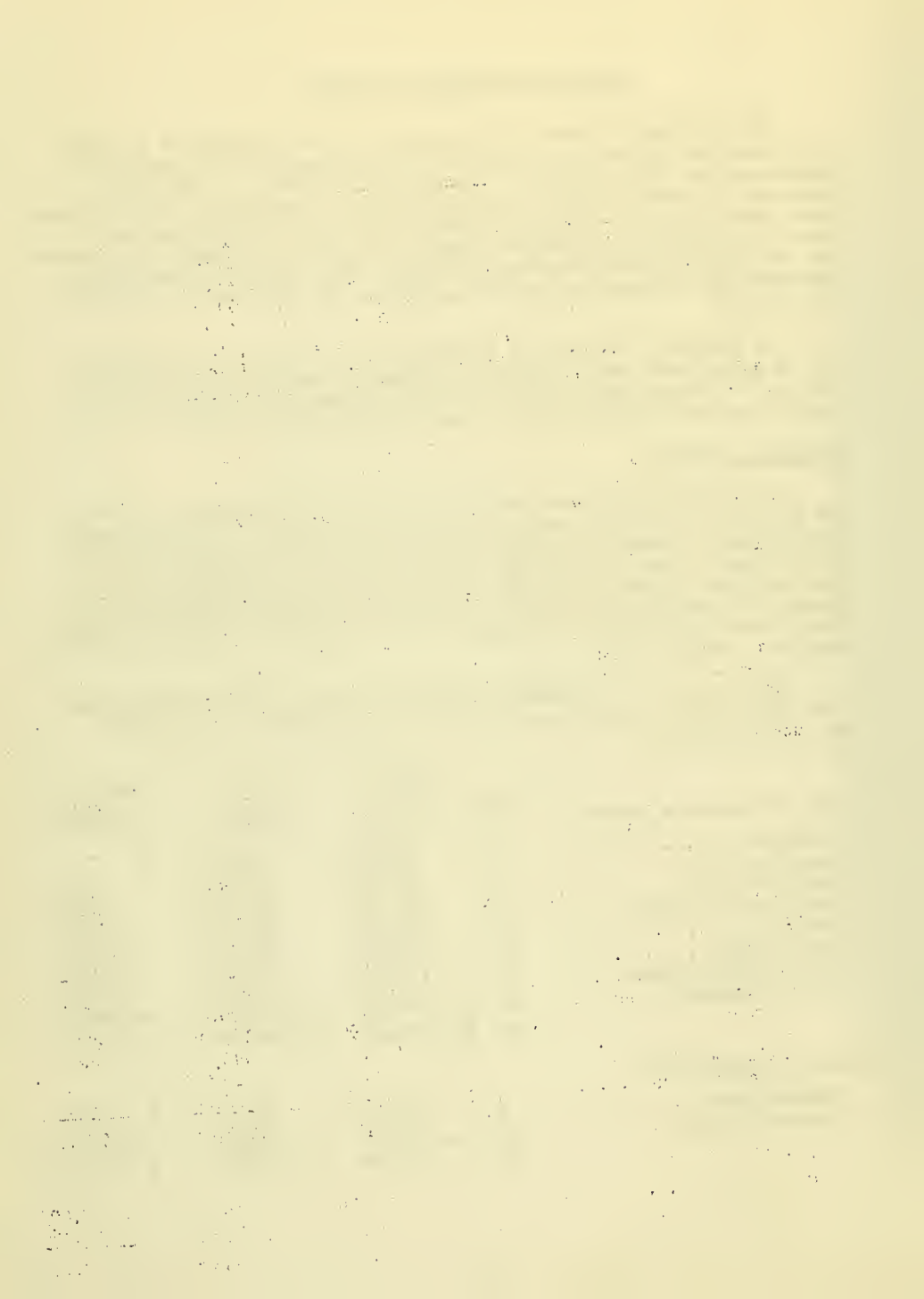
In addition, the heads of the Departments of Weights and Measures and of Agriculture (which includes the Farmers' Market) report though the Director of Finance and Records, who also performs other assignments in a staff capacity as directed by the Chief Administrative Officer.

Appointing Officer

The Director of Finance and Records is appointing officer for the 197 employees in the Department of Finance and Records. The Agricultural Commissioner is appointing officer for 12 employees, including the three in the Farmers' Market, while the Sealer is appointing officer for the nine employees in the Department of Weights and Measures. Personnel costs account for approximately 87 per cent of the total annual expenditures in these three departments, the remaining 13 per cent being used for materials, supplies, equipment, etc.

Shown below is a breakdown of 1960-61 budget appropriations compared with 1960-61 actual expenditures, and a listing of fees collected for services performed:

Dept. of Finance & Records	<u>Emp.</u>	<u>1960-61 Budget</u>	<u>1960-61 Expend.</u>	<u>Fees for Services</u>
Director	2	\$ 23,741	\$ 23,298	\$ -
Records Center	3	19,202	18,745	-
Tax Collector	65	485,792	480,405	30,468*
Registrar of Voters . . .	24	439,451	409,604	4,350
Recorder	28	167,965	165,039	240,401
County Clerk	56	446,511	440,150	250,281
Public Administrator . . .	16	133,456	129,742	203,570
Public Guardian	<u>3</u>	<u>18,352</u>	<u>18,029</u>	<u>41,689</u>
	197	\$ 1,734,470	\$ 1,685,012	\$ 770,759
Dept. of Agriculture				
Commissioner	9	\$ 70,956	\$ 70,455	\$ 2,005
Farmers' Market	<u>3</u>	<u>20,930</u>	<u>20,709</u>	<u>47,160</u>
	12	\$ 91,886	\$ 91,164	\$ 49,165



	<u>Emp.</u>	<u>1960-61 Budget</u>	<u>1960-61 Expend.</u>	<u>Fees for Services</u>
Dept. of Weights & Measures				
Sealer	9	\$ 69,085	\$ 69,069	\$ -
Grand Total .	218	\$ 1,895,441	\$ 1,845,245	\$ 819,924

* Does not include \$133,444,136.87 in receipts from taxes, parking meters, licenses, etc.

Personnel changes numbered 34 during 1960-61, a 16 per cent turnover. However, 13 of the 34 represented promotions. There were eight retirements, three resignations and two deaths. Those who retired: Thomas A. Toomey, Recorder-Registrar of Voters; Ella Gaffney, stenographer, County Clerk's Office; Lester Stern, general clerk, Registrar; Grace Easton, stenographer, Tax Collector; Maude Livingstone, Recorder; Percy Stewart and Walter Olson, both courtroom clerks, County Clerk, and Harry J. Riordan, Attorney for the Tax Collector. Deaths: Douglas M. Moore, Attorney for the Public Administrator, and Austin Malone, cashier.

Training Activities

In-service training activities during 1960-61 included the viewing by all employees of a Pacific Telephone film on good telephone "manners", attendance by all supervisors in the employee development-evaluation training courses, and participation by 21 employees in public administration classes given by U. C. Extension.

Matters relating to employee relations: Contribution goals were exceeded in the 1960 United Crusade fund drive by employees of all three departments (Finance and Records, Weights and Measures, and Agriculture). The quarterly employee bulletin became a monthly at mid-fiscal year. Retirement parties were given by fellow employees for those who retired during 1960-61. New bulletin boards were installed at three locations.

In cooperation with the three-member E.D.P. committee named by the Chief Administrative Officer, and with the Controller's Office, plans are being made to mechanize the processing of tax bills in the Tax Collector's Office, of the voter registration certificates in the Registrar's Office, and of the Recorder's indices.

Improvements Made

Service improvements put into effect during 1960-61 included a card attached to property transfer papers informing taxpayers they must sign up with the Tax Collector if they want their tax bills mailed, and consolidation of separate "cash" and "check" cashier windows in the Tax Collector's Office. Among economies effected was the joint County Clerk-Recorder use of microfilm equipment with an annual saving of \$10,000 in materials and job costs, one permanent position being eliminated.

Work by the "mopping up" staff of the Purchase and Use Tax Bureau was virtually completed as of July 31, 1961, with only 40 audits represent-

ing \$44,021 in refund requests remaining. Our audits during the three years since this collection work was turned over to the State have numbered 4,060, resulting in \$538,565 in refunds and \$183,782 in monies recovered for the City and County. A total of 14 permanent positions, formerly assigned to "P & U" tax work, have been eliminated from the Tax Collector's Office.

As of the end of the fiscal year, the Tax Collector had completed arrangements to begin collection of the new hotel room tax. This work is under the direct supervision of License Bureau Director Jack Donovan.

Self-Supporting Program

The Public Guardian program was started on July 1, 1960, and 12 months later the three-member staff was caring for 87 wards. This program cost \$18,029 to operate during 1960-61, and brought in cash and indirect benefits totaling \$41,689, a net "profit" of 131 per cent for the taxpayers. This is a new service provided for San Franciscans, although it has been provided for many years in other major California counties.

Office heads reporting to the Director of Finance and Records attended annual, and in some cases quarterly meetings of their respective statewide associations. The Director attended the 1961 Management Institute given by the American Society for Public Administration, was one of San Francisco's two representatives attending organizational meetings of the Association of Bay Area Governments, and served as chairman of the 1961 City and County Employees' U. S. Savings Bonds Campaign.

Future Objectives

Records Center:

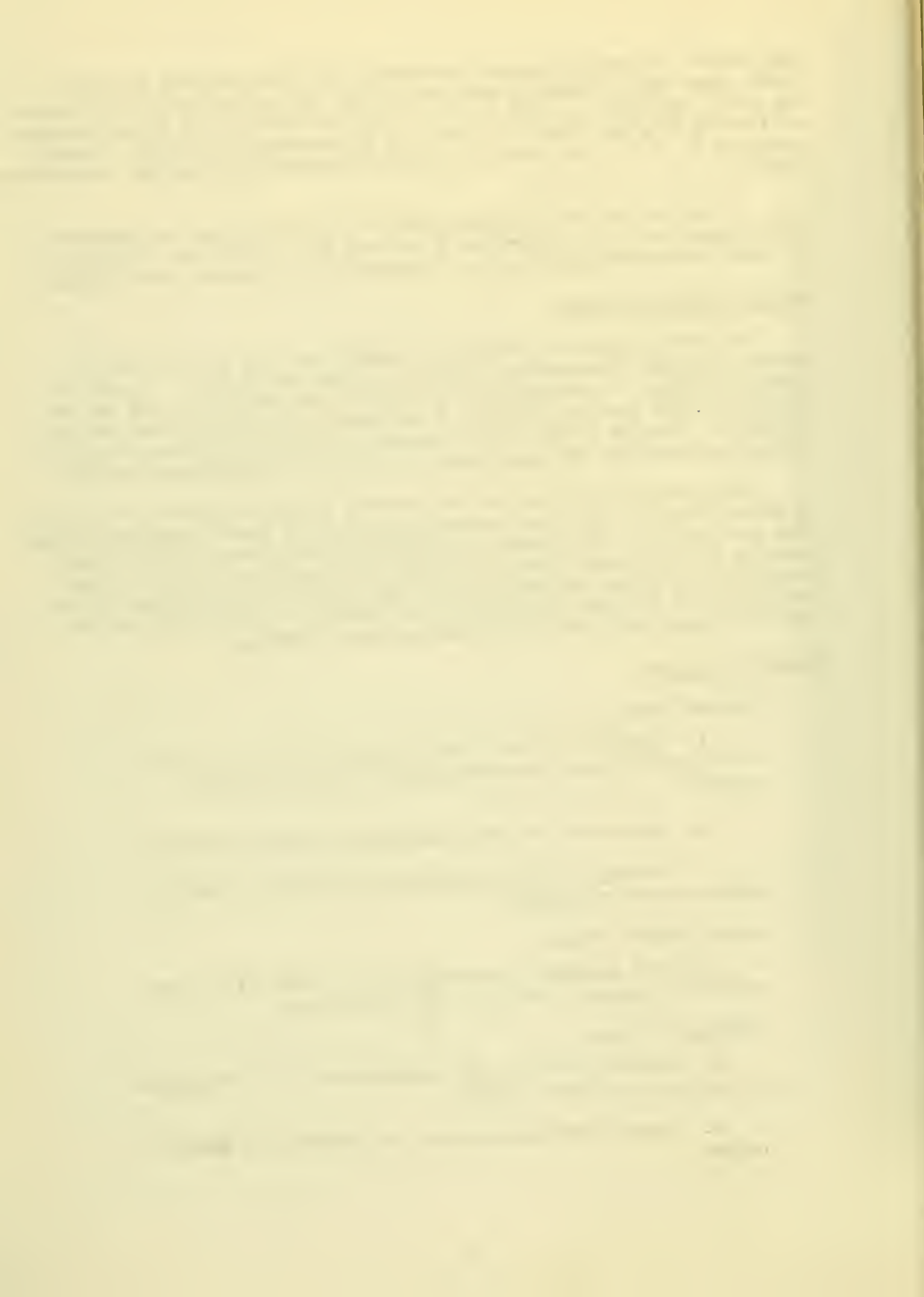
1. Complete the new 4-stage records storage set-up, with a receiving and reference center in the City Hall basement.
2. Issue a new handbook on Records Center procedures.
3. Develop a plan to preserve all essential records against disaster hazards.

County Clerk's Office:

1. Move marriage license bureau to first floor, and consolidate issuing and recordation operations.

Recorder's Office:

1. Complete the plan for microfilming of old documents and indices going back to 1906.
2. Convert from hand-written to punched card system for indices.



3. Develop a plan for indexing real property filings by block and lot number.

Registrar's Office:

1. Complete the analysis of permanent staff organization.
2. Convert from the addressograph plate to the punched card system for mailing of sample ballots, printing of precinct indices, etc.
3. Prepare work assignments in writing for each permanent position.

Public Administrator's Office:

1. Obtain more suitable office quarters, to include sharing office space with Public Guardian staff.
2. Obtain adequate staff to provide a proper dual custody system in handling personal effects, money, jewelry, etc.

Public Guardian:

1. Move to more suitable office quarters, sharing space with Public Administrator's staff.
2. Obtain necessary additional office equipment.
3. Review needs in personnel and automotive equipment.

Tax Collector's Office:

1. Modernize physical facilities of this office.
2. Convert to a punched card or E.D.P. system for collection of taxes.
3. Obtain legislation whereby the Tax Collector would either (a) collect all personal property taxes after assessment or (b) just those delinquent after the due date.
4. Provide for year-'round field collections on delinquent accounts.
5. Notify taxpayers when second installment is due.

Farmers' Market:

1. Develop a more aggressive sales promotion program.
2. Re-study the municipal purpose served by operation of the Farmers' Market.

Weights and Measures:

1. Determine the best method and impliment a program for testing meters and volume of tank trucks.

In General:

1. Complete plans for, and begin operation of a central mailing and messenger service for City Hall offices under the Director's jurisdiction.
2. Complete and issue a procedures manual.



RECORDS CENTER

The Records Center was established in 1951 by ordinance of the Board of Supervisors. This ordinance, now comprising Chapter 8 of the San Francisco Administrative Code, authorizes the Chief Administrative Officer to establish, maintain and operate within a department under his jurisdiction a Records Center for "the orderly storage, care, management and safeguarding of storage records of the departments and offices of the City and County and of the San Francisco Unified School District". The Chief Administrative Officer has delegated to the Director of Finance and Records the authority to administer the operations and personnel of the Records Center. A head clerk and two general clerks comprise the Center's staff.

Under provisions of the Administrative Code, services of the Records Center are provided without charge, including storage boxes, transportation of boxes and reference services. Paper records are stored in the 3rd, 4th and 5th floors at 150 Otis Street, where the capacity is 23,000 cubic feet (storage boxes), and at the old Municipal Railway street car barn, Geary Boulevard and Masonic Avenue, where not more than 6,000 cubic feet can be stored. Microfilm records are stored in the underground vault beneath the Municipal Railway's Forest Hills Station. Microfilm images are on 100 foot, 16 mm reels and placed in cartons 2" x 4" x 1" in size. These cartons are stored in fireproof metal safes which have combination locks.

Space Problem

Although the vault has capacity for many years into the future, there is no space available at 150 Otis Street, except as existing records are moved out or destroyed. The use of available space at the car barn is considered temporary. This storage area has a limited load limit of 35 pounds per square foot, and therefore is not desirable for long-term records storage.

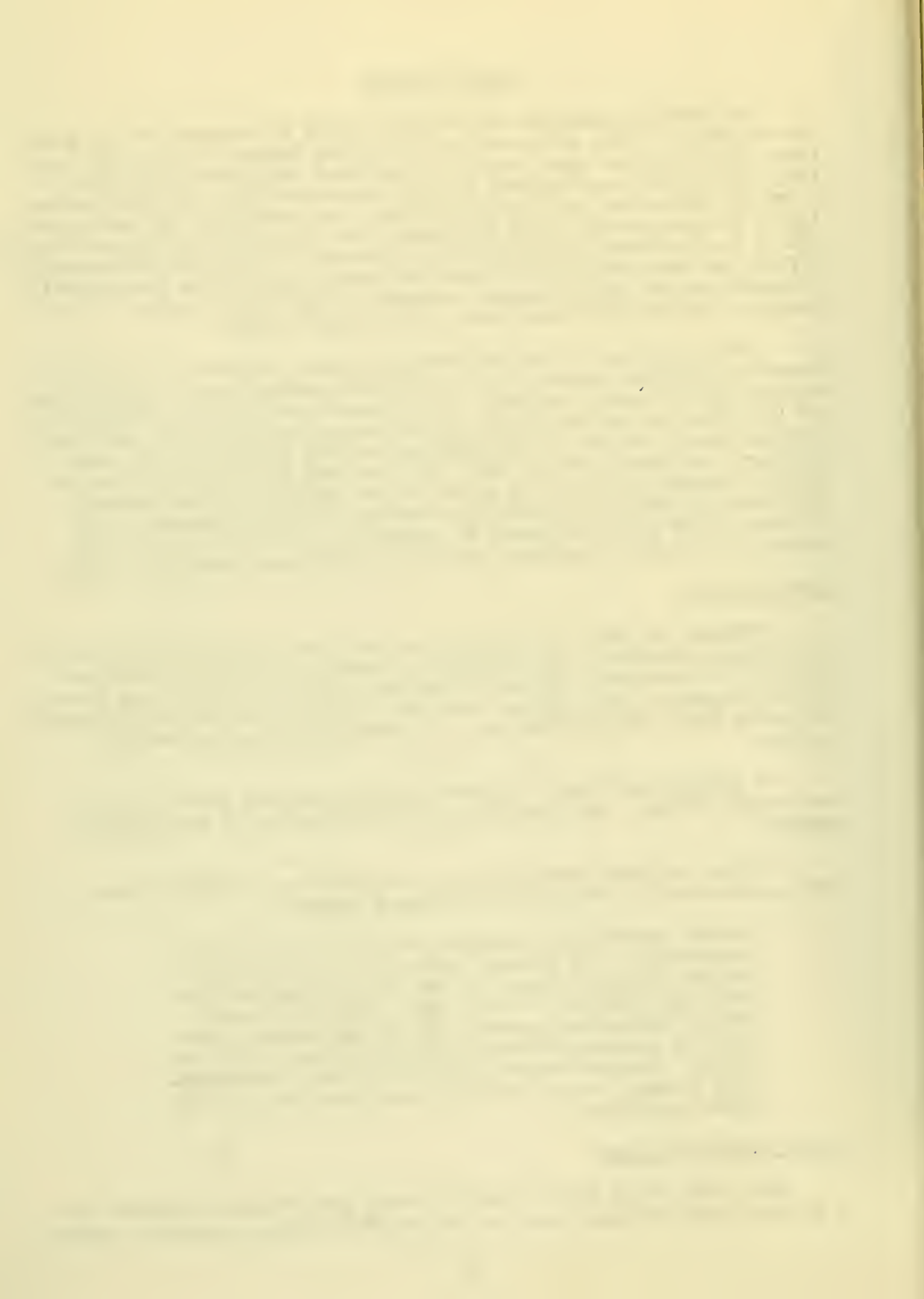
An analysis was made of possible rental of private warehouse space for records storage. This possibility was not found to be economically feasible.

A sound, and less expensive, plan was agreed on, and budget funds were appropriated to establish the following program:

Active records will continue, as now, to be kept by the departments. The Records Center will operate a receiving and reference center in the City Hall basement beneath the Recorder's Office, where about 9,500 cubic feet of semi-active records will be maintained. Semi-inactive records will continue to be stored at 150 Otis Street. Inactive records will be shifted to warehouse-type storage, such as the Geary car barn, when 150 Otis Street overflows.

Gain of 6,000 Cubic Feet

About 3,500 cubic feet of records having most frequent reference are to be moved from 150 Otis Street to the City Hall storage area about January,



1962. There are about 3,000 cubic feet of County Clerk's records now in this area that will remain there and come under the jurisdiction of the Records Center. The net gain is about 6,000 cubic feet of storage space, which will provide for normal receipt of records for the next three years.

The new plan involves a cost of about \$10,000, two-thirds of which will go for the purchase of metal shelving that would have had to be acquired anyway with normal expansion of storage capacity. This expense is much less than the \$22,000 requested (but not allowed) in the 1960-61 budget for remodeling the sixth floor at 150 Otis Street. Undoubtedly, some future expenditures will be necessary in the City Hall basement area, once the new plan becomes effective -- such costs as lighting and partition alterations. Advantages of the new plan will include better and faster service for the departments, and closer supervision of Records Center operations.

Departmental Cooperation

A new handbook on Records Center procedures is to be prepared and made available to the 43 departments and departmental sub-divisions that have records stored with the Records Center.

All departments are reminded from time to time of the importance of authorizing the destruction of old records which are no longer useful and which legally may be destroyed. More and more departments are turning to microfilm for the preservation of records that must be kept indefinitely, and thereby are able to keep more of their old records for convenient reference in their own offices. To illustrate the space savings possible, old paper records occupying 60 file cabinets can be stored in one file cabinet when on microfilm. Departments also should support State Legislative measures that will enable destruction of old, unusable records, or allow old paper records to be discarded once they have been put on microfilm.

The suggested practice in microfilming of records is to keep one copy in the department for routine references, and forward a duplicate copy to the Records Center for security storage in the underground vault. The copy in the department is viewed on microfilm readers which enlarge the image to actual size and project it onto a screen. Certified copies are made from the image through use of a special attachment to a photostat machine or with the "reader-printer".

Storage at All-Time High

As of June 30, 1961, a total of 23,474 cubic feet (10" x 12" x 15" storage boxes) were being cared for by the Records Center -- 22,613 at 150 Otis Street and 863 at the Geary car barn. There was an increase of 1,474 cubic feet during 1960-61. During this 12-month period, there were 16,346 references to records in storage. A breakdown follows:



	<u>Cu. Ft. Records In Storage</u>	<u>1960-61 References</u>
Adult Probation	206	63
Art Commission	9	
Assessor	32	12
Bureau, Light, Heat and Power . .	72	
Board of Supervisors	171	10
Chief Administrative Officer . .	2	
City Attorney	401	33
City Planning Commission	29	21
Civil Service Commission	281	198
Controller	5,608	70
County Clerk	7,904	6,684
District Attorney	26	
Fair Employment Commission . . .	4	
Health Service System (car barn)	392	
Hetch Hetchy Office	357	73
Laguna Honda Home	159	14
Municipal Court-Criminal & Civil	2,869	1,200
Municipal Court-Traffic Division	287	2
Public Administrator	300	59
Public Defender	107	
Public Health:		
Personnel	47	3
Ear Clinic	4	2
City Clinic	310	570
Children's Services	150	7,000
Mental Hygiene	161	105
Cardiac Division and TB Survey	59	3
Office of Director	23	
Inspection Bureau	99	5
Public Welfare	29	
Public Works:		
Army Street Office	86	
Main Office	20	
Engineering Bureau	146	21
Sewer Repair Division	3	
Purchasing Department	1,093	61
Real Estate	105	14
Recorder	195	
Registrar of Voters	27	
Retirement System	83	3
S.F. General Hospital (Car barn)	300	
Sheriff	694	11
Tax Collector	357	12
Water Department (Car barn) . . .	171	4
Youth Guidance Center	<u>112</u>	<u>12</u>
TOTAL	23,490	16,265



Destruction of old unusable records has proceeded slowly since the Center was opened, amounting to 2,411 cubic feet, or about 10 per cent of the total records now in storage. As shown by the preceding breakdown, court records comprise approximately half of the records in storage. These records must be preserved indefinitely. About one-fourth of the total in storage are Controller's records. The remaining one-fourth are divided between many departments.

Records previously destroyed have been 1,993 cubic feet, Controller; 200, Purchaser; 182, Municipal Court; 29, Hetch Hetchy, and 7, Director of Finance and Records. As of June 30, 1961, authorization had just been received to destroy about 1,000 cubic feet more of Controller's records.

Good Storage Conditions in Vault

During 1960-61, an additional 139 rolls of microfilmed records were received for storage at the underground vault, bringing the total number of rolls stored there to 1,474. The vault has been used since 1942, and some of the microfilm has been in storage there for almost 20 years. Tests made during 1960-61 showed it all was in excellent condition. A 16-month temperature check completed in October, 1960, showed a range of only four degrees, with an average temperature of 61° F. Relative humidity likewise has a short "low-high" range, and is controlled by use of a chemical "gravel" that absorbs any excessive moisture in the air.

References serviced during 1960-61 totaled 16,265, of which 269 were received and answered by telephone, 723 came from visitors to the Records Center, 4,311 represented records delivered to requestor's office, and 11,043 constituted interfiled documents.

COUNTY CLERK

The County Clerk's office acts as the ministerial arm and office of record of the Superior Court of the City and County of San Francisco. In addition, certain statutory indices are maintained, the principal ones being the Corporation index, the Partnerships and Fictitious Names index, and the index of Notaries Public. Marriage licenses are issued by this office. Branch offices are maintained at the Hall of Justice, the Youth Guidance Center and at San Francisco General Hospital.

During 1960-61, the microfilm process was substituted for photostat in recording of judgments and decrees. Images are 16 mm. in size, and are on 100-ft. rolls. One copy is kept in the office for reference; another is stored by the Records Center for security purposes in the Twin Peaks underground vault. For office references, the images are enlarged and projected to actual size on a microfilm viewer. The microfilm process is more economical to use. Supplies are less expensive. One position has been eliminated as a direct result of the changeover. And probably most significant is the space saving in storage of microfilm records.

The County Clerk is attempting to improve the appearance of the main office on the third floor of the City Hall. New fluorescent lighting was installed and the office was painted last fiscal year. We hope to secure new binders for the Civil and Probate indices.

3 Year Summary Comparison

	<u>1958-59</u>	<u>1959-60</u>	<u>1960-61</u>
Superior Court Proceedings:			
Civil actions and petitions	10,613	10,667	10,958
Probate Petitions	3,682	3,700	3,761
Criminal actions, Inc. Juv. Ct.	1,582	1,801	1,978
Juv. petns. No. of children	2,055	2,257	2,333
Psychiatric petitions	2,663	2,948	3,361
Appeals	72	60	77
Marriage licenses issued	6,665	6,703	6,670

Detailed operation of the various divisions of the County Clerk's Office are shown below:

Cashier's Division

The revenue from fees collected in 1960-61 increased from \$247,146 to \$250,281, a net gain of \$3,135. A comparison statement of fee revenue follows:

	<u>1958-59</u>	<u>1959-60</u>	<u>1960-61</u>
Probate Department	\$84,247	\$84,851	\$86,946
General Department	113,851	113,889	118,201
Civil Department	38,725	41,227	40,025
Marriage License Department	6,665	6,703	6,670
Professional Registrations	<u>485</u>	<u>476</u>	<u>439</u>
Total Office Fees	\$ 243,973	\$ 247,146	\$ 250,281

	<u>1958-59</u>	<u>1959-60</u>	<u>1960-61</u>
Fines, Law Library Fees and Collections for Other Departments:			
Marriage License Fees to Recorder	\$ 6,655	\$ 6,703	\$ 6,670
Juvenile Court Fines	3,617	5,465	3,340
Juvenile Court Traffic Fines	8,745	7,830	7,347
Juv. Ct. Tr. Fines to State Treas.	1,327	1,237	1,177
Crim. Dept. Fines and Forfeitures	28,479	39,517	65,889
Peace Officers Training Fund	-	-	817
Law Library Fees	46,212	57,378	62,268
Sup. Ct. Reporters Salary Fund	<u>183,956</u>	<u>198,707</u>	<u>206,571</u>
Total Fees and Fines Collected	\$ 522,974	\$ 563,983	\$ 604,360
Trust Fund Deposits:			
Civil Court Deposits & Jury Fees	972,060	1,599,114	954,881
Criminal Bail Deposits, Cash & Bonds	<u>64,500</u>	<u>28,225</u>	<u>29,542</u>
Total Money Collected	<u>\$ 1,559,534</u>	<u>\$ 2,191,322</u>	<u>\$ 1,588,783</u>
Exempt Services. No Fees Collected.	\$ 18,245	\$ 20,424	24,366

General Division

New civil actions filed during the past fiscal year totaled 10,958 compared with 10,667 in 1959-60. Separate maintenance suits filed dropped to 205, compared to 262 in 1959-60 and 380 in 1958-59. A breakdown of actions filed follows:

Civil Actions	10,613	10,667	10,958
Adoptions	351	355	369
Certificates of Incorporation	1,293	1,240	1,012
Cts. of Copartnership & Fic. Names	1,049	1,052	1,086
Official and Notarial Bonds	809	848	1,321
Oaths of Office	1,058	1,085	1,575

Following is a breakdown by character of civil actions filed:

\$3,000 or under	270	248	283
From over \$3,000 to \$5,000	319	388	444
More than \$5,000	4,247	4,424	4,663
Divorce	3,434	3,350	3,322
Annulment	497	471	441
Separate Maintenance	380	262	205
All Other Actions	<u>1,466</u>	<u>1,524</u>	<u>1,600</u>
Totals	10,613	10,667	10,958

Civil Division

Disposition of Civil Actions:			
Judgments. By Jury on Verdict	283	332	287
Judgts. Misc. after Ct. Hearings	2,155	2,060	1,837
Judgments. On Default	78	127	160
Dismissals by Parties	3,092	3,267	3,517

	<u>1958-59</u>	<u>1959-60</u>	<u>1960-61</u>
Sup. Maint. Judgts. Grtd.	31	18	38
Annulments of Marriage Grtd.	499	417	394
Interloc. Decrees of Div. Grtd.	2,574	2,544	2,485
Final Decrees of Div. Grtd.	2,257	2,357	2,275
Orders of Adoption	273	329	295
Appeals to District and Supreme Courts from Superior Court	187	193	181
Appeals Disposed of:			
Affirmed	56	72	73
Modified	1	6	3
Reversed	22	22	26
Dismissed	40	46	51

Probate Division

New estate and guardianship proceedings amounted to 3,769, compared with 3,711 for the previous fiscal year.

Probate Proceedings Filed:

Testate	1,788	1,803	1,885
Intestate	1,340	1,402	1,258
Missing Persons	4	1	2

Guardianship Proceedings Filed:

Minor	192	171	157
Incompetent	338	326	456
Insane	1	-	1
Conservator	19	8	10

Letters Issued:

Testamentary	1,524	1,439	1,586
Administration	1,195	1,129	1,096
Administration with Will Annexed	315	322	329
Special	124	145	160
Guardianship	553	511	626
Conservator	10	4	13

Criminal Division

Three Courts hear criminal matters daily at the Hall of Justice. Statistics below are based on number of defendants:

New Actions Filed	1,329	1,446	1,594
Informations	1,038	1,007	1,111
Indictments	240	371	410
Cert. fr. Muni. Ct. for Judgt.	22	29	34
Cert. fr. Muni. Ct. for Hearing on Sexual Psychopathy	13	10	2
Petns. for Cert. of Rehabilitation	2	5	9
Cert. fr. Muni. Ct. for Hrng. on			

	<u>1958-59</u>	<u>1959-60</u>	<u>1960-61</u>
Present Sanity	14	24	28
Disposition of cases:			
Convicted after Pleas of Guilty	812	892	977
Convicted after Court Trials	154	215	282
Convicted after Jury Trials	97	104	93
Dismissed	99	128	90
Transferred to Other Jurisdictions	21	22	21
Acquitted after Court Trials	27	56	66
Acquitted after Jury Trials	27	45	40
Sentenced to County Jail	317	333	357
Sentenced to State Prison	258	301	338
Judgments of Death	2	1	1
Sentenced by Fines	1	-	4
Committed to Youth Authority	72	82	84
Committed as Sexual Psychopaths	9	2	-
Committed as Insane	25	36	23
Prob. Crtd., inc. Conditional Prob.	379	459	548
Corts. of Rehabilitation Granted	5	4	7
Fines and Bail Forfeitures Collected:			
Fines	\$ 23,519	\$ 29,635	\$ 58,611
Bail Forfeitures	2,000	9,813	5,775
Writs of Habeas Corpus issued	18	20	18
Appeals from Municipal Court:			
Pending at Beginning of Year	7	5	8
Filed During the Year	12	20	33
Disposition of Appeals:			
Affirmed	5	10	16
Reversed	4	3	6
Dismissed	5	6	1
Pending	5	5	16
Modified	-	1	2
Appeals to State Appellate Court:			
Pending at Beginning of Year	84	57	58
Filed During the Year	42	48	58
Disposition of Appeals:			
Affirmed	42	32	35
Reversed	6	2	1
Dismissed	13	11	8
Pending	57	58	68
Abandoned	1	-	2
Modified	7	2	2
Coroner's Transcripts Filed	293	360	311



Juvenile Court Division

The Juvenile Court meets every day at the Youth Guidance Center, 375 Woodside Avenue, San Francisco, Calif. Statistics follow:

	<u>1958-59</u>	<u>1959-60</u>	<u>1960-61</u>
Petitions Filed:			
Ptns. fr. Comm. of Depdnt. Children	412	491	434
Number of Children	716	765	761
Delinquent Petitions	1,339	1,492	1,632
Number of Children	1,339	1,492	1,632
Juvenile Traffic Hearings:			
Moving Violations	3,850	3,884	4,183
Fines Collected	\$ 9,966	\$ 9,070	\$ 9,558
Contributory Cases:			
Complaints Filed	133	196	230
Dispositions:			
Held to Answer to Superior Court	124	172	96
Plead Guilty. Cert. to Super. Ct.	-	11	57
Certified to Juvenile Court	1	-	1
Not Apprehended	11	5	14
Off Calendar	1	1	1
Dismissed	2	12	47
Pending	3	4	10
Fines Collected	\$ 85	-	\$ 157

Superior Court. Crimes Against Children

Felony Informations Filed	80	132	75
Misdemeanor Informations Filed	40	23	21
Felony Indictments Filed	-	4	7
Causes from Mag. Ct. aft. Plea of Gilty.	-	11	57
Total New Actions Filed	120	170	160
Number of Defendants	125	175	165
Writs of Habeas Corpus	1	2	1
Dispositions:			
Trials by Jury	26	37	23
Trials by Court	23	20	14
Pleas of Guilty	76	95	61
Dismissed	11	21	32
Off Calendar	1	1	1
Pending	40	25	16

State Hospital Court Division

The State Hospital Court meets 9:30AM every day at San Francisco General Hospital, 2450 - Twenty-second Street. The courtroom clerk is in attendance from 8 AM to 5 PM each day.

	<u>1958-59</u>	<u>1959-60</u>	<u>1960-61</u>
Alleged Insane Persons:			
Examinations	1,615	1,736	1,533
Committed to State Hospitals	1,188	1,311	1,231
Examined and Discharged	427	425	302
Intemperance and Use of Drugs:			
Examinations	999	1,169	1,817
Committed to State Hospitals	820	1,063	1,693
Examined and Discharged	179	106	124
Feeble Minded:			
Examinations	49	43	11
Comm. to Homes for Feeble Minded	49	43	11

Appellate Division

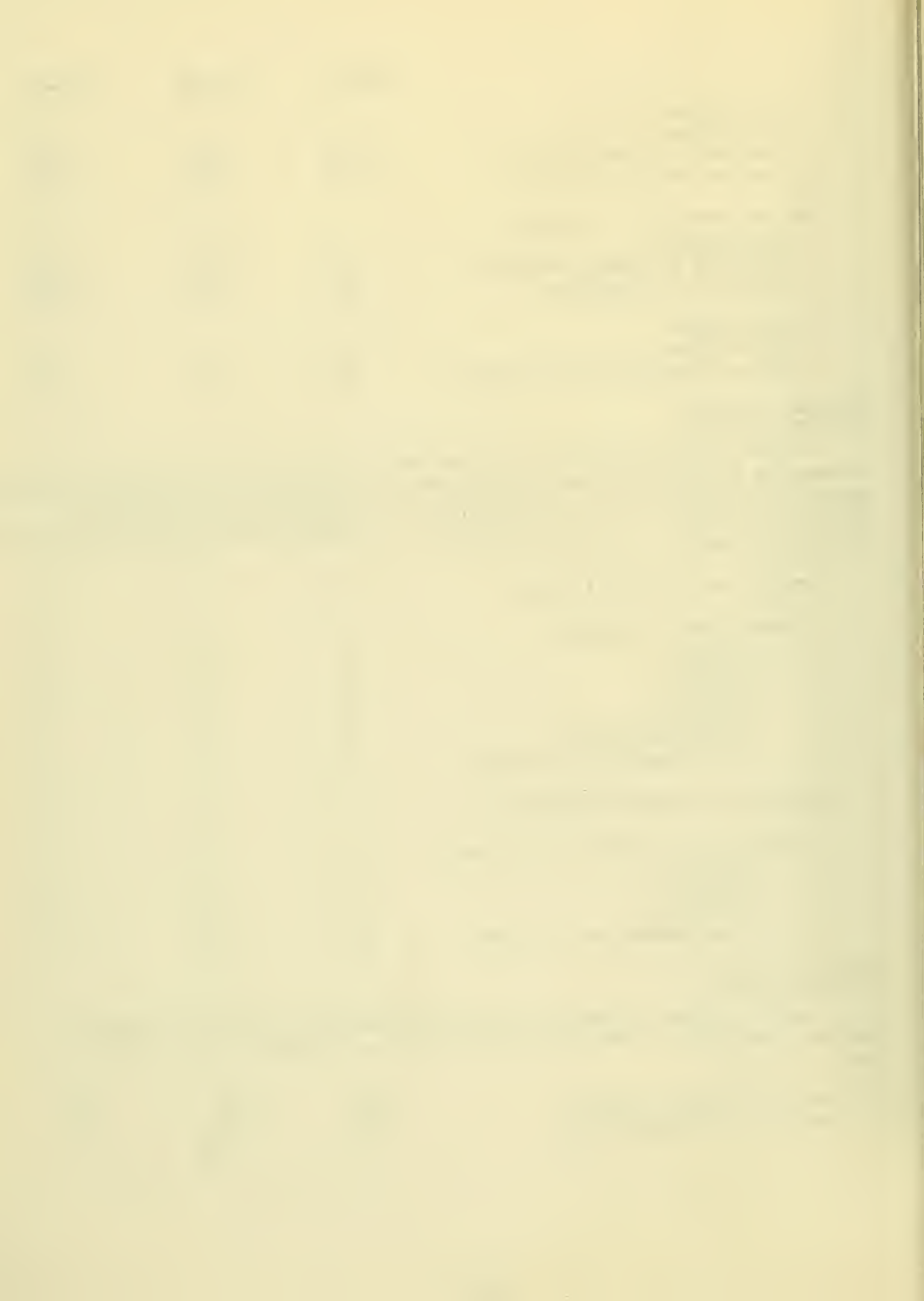
Three judges of the San Francisco County Superior Court, appointed by the Chairman of the Judicial Council, sit each Friday morning as the Appellate Department of the Superior Court. Appeals from the Municipal Court, Criminal or Civil, are heard by the Appellate Division. Appeals from the Small Claims Court are tried de novo.

Appeals from Municipal Court	44	32	52
Disposition of Appeals:			
Affirmed	31	22	24
Modified	3	-	5
Reversed	17	9	5
Dismissed	5	4	9
Rehearings Denied	4	3	-
Under Submission or Pending	9	10	15
Appeals from Small Claims Court	28	28	25
Disposition of Small Claims Appeals:			
Affirmed	10	19	18
Reversed	2	6	3
Dismissed	4	16	6
Under Submission or Pending	12	12	8

License Division

Marriage licenses issued in 1960-61 totaled 6,670, or 33 less than the previous fiscal year. There were 2,275 decrees of divorce entered, or 82 less than in 1959-60.

Marriage Licenses Issued	6,665	6,703	6,670
Professional Registrations	240	223	230



RECORDER

The Recorder's office, as required by state law, receives for recording all papers or notices that may by law be recorded, makes and keeps a true copy of the original, indexes the same, and arranges the books of record and indices in suitable places to facilitate their inspection.

The consolidation of the County Clerk's and Recorder's offices became effective on Nov. 1, 1960. Mr. Martin Mongan, County Clerk, assumed the functions of Recorder on that date, with Mr. Ronald Tozier as assistant Recorder.

During 1960-61, a long-range plan for microfilming old records dating from the fire of April 1906 was developed. Funds to begin this program were approved in the 1961-62 budget.

'Profit' of \$75,362

The Recorder's office continued in 1960-61 to show an excess of receipts over expenses, the amount being \$75,362.07. Receipts from recording and filing fees totaled \$240,400.60, or 45.7 per cent more than the expenditures of \$165,038.53. The breakdown of receipts follows:

Receipts

Recording fees	\$223,739.20
Special service fees	9,991.40
Marriage license recording fees	6,670.00
	<u>\$240,400.60</u>

Expenditures

Salaries	\$150,170.09
Other	<u>14,868.44</u>
	<u>\$165,038.53</u>

Excess, receipts over expenditures \$ 75,362.07

Additional Credits Listed

Receipts listed do not include desk rental fees collected last fiscal year by the Real Estate Department in the amount of \$1,830, for desk space in the Recorder's office used by title companies, record searchers, etc. Neither do they include \$19,101.25 estimated work for 5,012 papers (6,658 pages) of "official", or free recordings; that is, the service rendered to war veterans, dependents of war veterans, compensation and pension claims, old age pension claims and miscellaneous Federal, State or other political subdivision recordings; said service required by state law to be performed without fees. An additional \$200 could be added for other free work performed as a courtesy to other City and County departments.

The month-by-month breakdown of 1960-61 recording and filing fee receipts follows:

July	\$ 18,176.90
August	20,574.75
September	17,748.00
October	19,111.95
November	19,415.40
December	18,930.40
January	18,270.15
February	18,439.85
March	24,730.90
April	19,927.85
May	22,716.75
June	<u>22,357.70</u>

Total \$240,400.60

Documents Filed and Recorded

Following is a classified list of the 105,460 documents filed and recorded during 1960-61. For comparative purposes, lists for two preceding years are also given:

<u>Type of Document</u>	<u>1958-1959</u>	<u>1959-1960</u>	<u>1960-1961</u>
Affidavits of Death	1,139	1,179	1,285
Agreements	1,047	1,429	1,316
Decrees	1,698	1,628	1,601
Deeds	18,308	17,350	17,147
Deeds of Trust	17,097	16,791	18,710
Judgments and Abstracts	1,846	1,766	1,970
Miscellaneous	29,757	28,459	29,388
Military Discharges	852	707	1,512
Mortgages of Personal Property	11,090	12,701	12,059
Mortgages of Real Property	807	663	525
Notices of Default	948	917	1,021
Reconveyances	17,001	15,591	17,730
Tax Liens - Federal	<u>1,051</u>	<u>1,073</u>	<u>1,196</u>
Total	102,641	100,254	105,460

The figures below show recordings of deeds, mortgages, and deeds of trust for the past 10 years:

<u>Fiscal Year</u>	<u>Deeds</u>	<u>Mortgages</u>	<u>Deeds of Trust</u>
1951-1952	17,978	758	15,192
1952-1953	18,519	661	16,519
1953-1954	17,516	690	15,849
1954-1955	18,653	607	17,373
1955-1956	18,021	720	16,602
1956-1957	17,827	716	14,983
1957-1958	16,516	653	14,188
1958-1959	18,308	807	17,097
1959-1960	17,350	663	16,791
1960-1961	17,147	525	18,710

The following table lists the number of marriages in San Francisco, going back to 1941-42:

1941-1942 . .	7,177	1951-1952 . .	7,220
1942-1943 . .	9,428	1952-1953 . .	7,359
1943-1944 . .	11,771	1953-1954 . .	6,711
1944-1945 . .	12,064	1954-1955 . .	6,686
1945-1946 . .	13,453	1955-1956 . .	6,526
1946-1947 . .	11,038	1956-1957 . .	6,895
1947-1948 . .	9,629	1957-1958 . .	6,502
1948-1949 . .	8,465	1958-1959 . .	6,595
1949-1950 . .	7,397	1959-1960 . .	6,629
1950-1951 . .	8,195	1960-1961 . .	6,538

REGISTRAR OF VOTERS

By authority of Charter Section 173 and the State Elections Code, the Registrar of Voters is responsible for the conduct, management and control of the registration of voters, and of the holding of elections and of all matters pertaining to elections in the City and County. The small permanent staff is augmented by a large number of seasonal workers during the registration and election periods. No permanent positions have been added since 1952, when the position of Assistant Custodian of Voting Machines was created. The present permanent staff of 24 is substantially the same number as existed in 1932 when the new Charter was adopted.

During fiscal year 1960-61 we conducted the 1960 Presidential election; two elections for Member of the Health Service Board; and, one election for Member of the Retirement Board. The general election of 1960 was hotly contested and each party conducted extensive registration campaigns. Several hundred volunteer deputy registrars were instructed in their duties and authorized to register voters. A large number of registrations were taken but our net registration on basis of population was not significantly higher than we had attained in previous years. San Francisco has always had a high registration and a high vote ratio when compared to the other major counties in the State. The table below, which gives voter registration figures for the November 8, 1960 general election, illustrates this comparison.

<u>County</u>	<u>*Population</u>	<u>Registered Voters</u>	<u>Percent of Population Registered</u>	<u>Percent of Vote of Registration</u>	<u>Percent of Vote of Population</u>
San Francisco	742,855	404,613	54.4	86.1	46.9
Alameda	905,670	469,239	51.8	87.0	45.1
Los Angeles	6,038,771	3,011,379	49.9	88.5	44.1
San Diego	1,033,011	451,649	43.7	88.4	38.7
Sacramento	502,778	223,031	44.4	88.4	39.2
All of State	15,717,204	7,464,626	47.5	88.3	42.0

*Population based on official (revised) U.S. Census 1960

The two elections held in 1960-61 for the Health Service Board were rather unique. The special election, required because of a resignation, was held in August 1960 when school personnel were not at their usual places of employment. It was necessary to mail ballots to their homes and to omit the usual requirement that members sign a roster when they received their ballot. The regular Health Service election held in May 1961 was uncontested, but we were advised that we had no alternative but to hold the election as prescribed by Charter.

During the last fiscal year there was a major personnel and organizational change. The former Registrar-Recorder, Mr. Thos. A. Toomey, retired on November 1, 1960. At that time, the separate office of Registrar of Voters was re-established and the duties of Recorder were assigned to County Clerk Martin Mongan. Because the Civil Service examination had not been completed, it was necessary for the Director of Finance and Records to make an interim appointment to the office of Registrar. Charles A. Rogers was appointed Acting Registrar on November 1, 1960, and, as a result of the examination, was certified as Registrar of Voters on January 9, 1961.



Work Load Shows Little Change

The decline in San Francisco's population has, of course, been reflected in total voter registration and votes cast as shown in the next table. However, the work load of the Registrar has not diminished correspondingly because the population has been more transitory; due partly to the change in the nature of the population and partly to demolitions in connection with the Redevelopment programs and the demolition and rebuilding of wartime housing projects. This table indicates, we believe, that the low has been reached and an increase can be expected. This belief is also based on the fact that Redevelopment demolition has been completed and large scale construction is now beginning in several areas.

<u>Election</u>	<u>Registration</u>	<u>Votes Cast</u>	<u>Percent</u>
1952 Presidential	431,959	365,972	84.7
1956 "	397,385	342,652	86.2
1960 "	404,613	348,290	86.1

San Francisco has always maintained a leading position in the conduct of elections. We have used voting machines for over 30 years and our early election night tallies have been noted throughout the State. In the 1960 Presidential election, favorable comment was expressed on nation-wide television as we were the first major California county to report substantial figures. This was true even though our polls remain open one hour later than other counties.

Effects of Legislature's Actions

However, significant activity has developed in the State Legislature and throughout the State in an effort to speed up election returns and modernize election procedures. The Legislature has decreed that absentee ballots must be received 3 days before election and counted election day. This procedure will, we believe, be more costly and will result in many voters losing their vote. However, the Legislature seems to hold that absentee voting is a privilege and that these restrictions are justified in order to provide prompt final election results.

Several counties are considering voting machines and Los Angeles county has had under experimentation an electronic counting system. Some counties have gone into electronic data processing. To date, however, we have not considered it feasible or desirable to change from our efficient addressing machine system. If a data processing center is established and the work can be properly programmed, we believe that some of our work could possibly be performed by electronic process. However, we believe great caution should be exercised in making any major changes in our operations. Election work reaches a great peak of activity and all work must be governed by absolute deadlines. We cannot afford a failure or delay in the holding of an election.



3-Year Workload Comparison

	<u>1958-59</u>	<u>1959-60</u>	<u>1960-61</u>
Regular elections (number)	1	2	1
Registration affidavits processed . . .	47,340	73,126	75,372
Registration affidavits cancelled . . .	75,065	44,127	88,879
Sample ballots mailed	406,158	719,791	404,613
Absentee ballots requested (paper) . . .	7,448	6,782	14,114
Absentee vote (paper ballots)	6,623	5,958	12,525
Absentee vote (machine)	3,553	5,031	5,329
Precincts used	1,300	2,588	1,286
Voting machines used	1,636	3,272	1,640
Voting machines loaned/leased out . . .	251	334	336
Precinct vote (machines)	309,003	476,255	330,436
Total votes cast	319,179	495,244	348,290
Employee group elections (ballots) . . .	24,611	54,390	31,346



PUBLIC GUARDIAN

The function of the Public Guardian's Office is to apply for letters of guardianship and administer the estates of incompetents who are receiving welfare assistance or who are in any of the county hospital facilities.

The Public Guardian program has been in operation for one year. The program is beneficial both to the ward and to the county. In all cases the appointment is for both the person and the estate. The ward is benefitted by the personal attention of this office. The county is benefitted by the payments for hospitalization and for back obligations of the ward. Without the Public Guardian program these incompetent people would be unable to collect welfare assistance, social security, and other pensions or benefits to which they are entitled.

Where wards have sufficient funds they are moved from the county facility to private rest homes. This provides additional beds at San Francisco General Hospital for patients who are more in need of medical assistance.

Program Near Caseload Capacity.

Mr. Frank Quinn was appointed the Assistant Public Guardian in July 1960. Under the present budget limitations, the Public Guardian program has almost reached its maximum caseload capacity. Following is a statistical summary of the program for 1960-61:

Applications Investigated.....	165
New Wards.....	107
Total Active Wards.....	97
Guardianships Terminated.....	10
Cash Benefit to County.....	\$39,877.78
Indirect Benefit to County.....	1,811.00
Total.....	\$41,688.78
Cost of Public Guardian Program....	18,029.47
Net.....	\$23,659.31

In many respects the Public Guardian must be more cautious and requires more legal guidance on a case by case basis than the Public Administrator. The legal rights and liabilities of the Public Administrator are more specifically defined in the general law pertaining to all administrators and in some case law in connection with the Public Administrator's Office. The Public Guardian, on the other hand, is a relatively new office in California and there are few precedents upon which definite rules of action can be predicated. Guardianship proceedings in themselves are not as well defined as administration proceedings and require day to day legal opinions in each case. The net result is that much of the work properly attributable to the Public Guardian's Office is of necessity borne by the staff of the Public Administrator's Office. It is to be noted that the Public Guardian's Office does not have a stenographer and, consequently, all new pleadings and documents must first be prepared by the stenographic staff of the Public Administrator's Office.

One serious problem faced by the Public Guardian is the necessity of proper contact with the incompetents under his jurisdiction. It is the policy of San Francisco General Hospital to require patients with any assets over a certain limited amount to obtain service in private nursing homes or hospitals until their assets are exhausted. As a result, the Public Guardian often finds his wards housed in different private nursing homes throughout the area requiring special visitations and special attention to details in arranging with each nursing home for the care of the ward. This properly is social service type work and if increased, as is expected, will require the services of a social service worker.

Problem of Transportation.

The serious problem of transportation affects both the Public Guardian and the Public Administrator. The calls which have to be made by the deputies, investigators, etc., throughout the whole area are so numerous that many of them must be delayed until they can be calendared so that the one city-owned automobile of the Public Administrator can be used. Although the use of a city-owned car is supplemented by a small budget appropriation for use of employee's cars, this is not adequate to meet the problem of constantly moving personal effects, property, etc. of wards and decedents and making of frequent out-of-San Francisco trips.

In cooperation with Hassler Health Home, the Public Guardian is making arrangements for the installation of a hi-fidelity stereophonic system in the Public Guardian ward at Hassler Health Home. This originated from the suggestion of the doctors at Hassler that a musical reproduction system would be of great therapeutic value to the incompetents under the jurisdiction of the Public Guardian's Office. The actual cost of the system would be borne by contributions from the small spending money allocated from each incompetent's estate.

PUBLIC ADMINISTRATOR

The function of the Public Administrator's Office is the administration of estates of deceased persons who died intestate where there are no heirs of the decedent residing in the State of California, or in cases of a decedent dying testate where there is no executor named in the will or the executor is unable or fails to qualify and there are no resident heirs in the state.

All functions pertaining to each estate are handled by the office staff. These functions include - the investigation, making funeral arrangements, application for letters, collection of all assets, payment of all legal debts, sales of real and personal property, filing and defending suits, obtaining all county, state and Federal tax clearances, and distribution to heirs or the State of California. A complete and thorough investigation must be made of each estate reported - without a proper investigation there could be a loss of revenue to the county.

Approximately 40 per cent of cases investigated are administered by the Public Administrator's Office. The remaining 60 per cent either have no assets or are turned over to the named executor or administrator who may have a priority to serve. The above is one of the service functions of this office.

Breakdown of Services.

Following is a comparison breakdown of services provided, fees received and operating costs:

	<u>1957-58</u>	<u>1958-59</u>	<u>1959-60</u>	<u>1960-61</u>
Revenue from fees.....	\$179,038	\$176,538	\$205,249	\$203,570
Operating expenses.....	<u>105,966</u>	<u>114,226</u>	<u>115,716</u>	<u>129,742</u>
Net revenue.....	\$ 73,072	\$ 62,312	\$ 89,533	\$ 73,828
Estates investigated.....	1,249	1,413	1,400	1,251
New estates opened.....	567	580	539	496
Final accounts filed.....	477	421	471	409
Discharges filed.....	574	560	625	544
Open estates at end of year.....	771	791	705	657

In March 1961, Douglas M. Moore, Attorney for the Public Administrator, died and Jerome J. Cahill was appointed to this position. In his capacity as chief attorney, he is responsible for all legal operations of the office. Mr. Lou Aronian was appointed to succeed Mr. Cahill as Associate Attorney.

Labor Saving Procedures Tried.

During 1960-61, considerable attention was given to developing and putting into use a number of standardized forms, including form letters where possible in order to save time and personnel in individual typing of correspondence. In devising such forms, care is being exercised because of delicate problems in dealing with heirs and creditors.

Because of the heavy stenographic workload, two electronic dictating machines were requested in the 1961-62 budget, but were disallowed. The obtaining of such machines undoubtedly would increase efficiency. Unnecessary time is now consumed in waiting for available stenographers, assembling material for dictation and constant travel back and forth by the stenographers.

Office Is Self-Supporting.

An unusual side of the picture of the Public Administrator's Office is the factor of income. The Public Administrator's Office is entirely self-supporting and produces a profit for the City and County out of revenues received from estates of decedents. These revenues pay not only for the services in the general estates, but also for the free services provided in investigating decedents deaths where no estates are ever opened by the Public Administrator or where the estate is the special 1143 proceeding in which the Public Administrator receives no fees. The fact that the Public Administrator does receive statutory fees in the general probates also imposes some obligation on him to the heirs and creditors to at least give them the same attention as would private administrators.

Heirs are frequently prepared to be critical of the Public Administrator's Office especially in those cases in which they have been denied the right to probate the estate because of their non-residence. They feel that if they had been allowed to administer the estate they could do a much more efficient job and a much speedier job than the Public Administrator. As a matter of fact, the Public Administrator's Office would not bow to any other administrator, whether a corporate institution, such as a bank, or a private individual, as to the efficiency and speed with which probate matters are administered. The public, of course, is not aware of this and the constant problem of attempting to please the unreasonable as well as the reasonable segments of the public means that every step must be taken that will insure a more efficient use of the staff.

Actually, most expenditures which could be made to increase efficiency would in fact not be additional expense, but rather an investment to return more income to the city. There is every indication that the number of cases and the amount of money to be returned in estates will, during the years, continue to increase. The sooner these cases can be processed to completion, the sooner the fees are returned to the city treasury.

TAX COLLECTOR

The Tax Collector is charged with the responsibility of collecting current and delinquent real and personal property taxes and distributing them to the proper accounts. His duties relating to these taxes are set forth in the State Revenue and Taxation Code. He is obligated to prepare a delinquent roll each year, and must publish the delinquent list by June 8. He must, after June 30, send a report to the State Controller listing all properties "sold" to the State for taxes. He also prepares deeds to the State on property on which the taxes have not been paid for five years or more. Under the Charter and ordinances of the City and County, he acts as license collector and has under his jurisdiction the Bureau of Delinquent Revenue and the Parking Meter Collection Division.

During 1960-61, there was a slight increase in the work load of the Tax Collector's Office. The increased activity occurred in the License Bureau, in the Bureau of Delinquent Revenue and in the Cashier's Division. The Purchase and Use Tax Bureau and Parking Meter Division experienced a drop in activity over the previous year. The Hotel Tax will cause a further increase in activity for 1961-62.

For the future, we recommend a complete mechanization of the accounting work in the collection of secured and unsecured property taxes. We have four receipting machines on order, and plan to request four more in our 1962-63 budget.

Cashier's Division

During last fiscal year, the Tax Collector's Office collected \$133,444,136.87, an all-time high for the eighth consecutive year. All such collections funnel through the Cashier's Division.

Peak periods for tax collection were from July 15 to September 15 for unsecured personal property taxes, and from November 1 to December 15 and March 1 to April 15 for real property taxes. Peak periods for license collections were in January, July and October.

Following is a table of collections for the various divisions for 1960-61 as compared with 1959-60.

	<u>1959-60</u>	<u>1960-61</u>
Real Property Taxes and Secured		
Personal Property Taxes	\$90,417,871.55	\$97,740,925.98
Unsecured Pers. Prop. Taxes	10,404,966.04	15,468,760.48
Purchase and Use Tax	16,815,414.74	17,098,958.93
Parking Meters	1,401,912.14	1,500,003.64
Delinquent Revenue	894,190.78	955,757.55
Licenses	593,451.30	657,072.68
Miscellaneous	<u>5,724.93</u>	<u>22,657.61</u>
TOTALS	\$ 120,533,531.48	\$ 133,444,136.87



Real Estate Tax Division

The Real Estate Tax Division processed 144,423 real property tax bills in 1960-61, as well as performing the accounting for 29,801 unsecured property tax bills.

On November 1 a new system of notifying property owners of their responsibility for the payment of taxes was inaugurated. A card is now attached to all deeds which have been recorded and this card requests the new owner to mail the card back to the Tax Collector with the name and address of the party to whom future tax bills should be mailed.

Following is a table showing delinquencies for 1960-61, as compared with 1959-60:

	<u>Real Property Taxes</u>	<u>Unsecured Property Taxes</u>
Amount Delinquent June 30, 1961	\$887,395.15	\$474,761.94
Amount Delinquent June 30, 1960	\$922,426.68	\$342,383.98
Per cent Delinquent June 30, 1961	0.89	2.92
Per cent Delinquent June 30, 1960	1.01	3.10

There were 2,632 parcels sold to the State and 24 deeded to the State in 1960-61, compared to 3,321 parcels sold to the State and 25 deeded to the State in the previous fiscal year.

Purchase and Use Tax Bureau

San Francisco's Purchase and Use Tax has been collected for the past three years by the State under an arrangement where a service charge is paid the State to cover costs of collection. The Bureau has been engaged during this three-year period in auditing claims for refunds filed following the time the State took over the collection work. The deadline has passed for the filing of such claims with the City and County. The work of the Bureau, therefore, was to be completed in the early part of 1961-62. The Bureau's staff has been re-assigned, transferred, promoted, retired, etc. Much of the auditing task was accomplished by temporary personnel.

In 1960-61 the Bureau completed 542 audits for refunds, as compared to 1083 completed the previous year. In its auditing program last fiscal year, \$7,904 was recovered for the City and County, as compared to \$16,845.89 in 1959-60.

Parking Meter Division

The Parking Meter Division collects, sorts and counts all coins deposited in 12,347 parking meters in San Francisco. About 4,200 meters are emptied of coins and wound each workday. Of the 55,815,213 coins

received, 40,106,770, or 72 per cent, were pennies, 10,470,962 were nickels and 5,235,481 were dimes.

The total weight of coins collected in 1960-61 was 428,268 pounds, as compared to 441,483 pounds in 1959-60. Despite the weight decrease, the dollar amount collected in 1960-61 exceeded that collected the previous year by about \$98,000. A comparison table follows:

1958-58	\$ 937,290
1958-59	1,130,967
1959-60	1,401,912
1960-61	1,500,003

Bureau of Delinquent Revenue

A record-high number of 34,835 accounts were transferred to the Bureau of Delinquent Revenue by various City and County departments during 1960-61. The Bureau handled all claims without increasing its personnel and without a full crew of investigators for the entire year.

With the approval of the Board of Supervisors, a contract was entered into with a private collection agency to be used on accounts wherever the Bureau could not locate the debtor. During last fiscal year, 475 hospital accounts totaling \$76,332 were transferred to the Stores Collection Agency. Through June 30, the agency had collected \$1,768 of which the City and County received one-half. The agency has returned 278 accounts with a value of \$36,348, which accounts were later abandoned by action of the Board of Supervisors.

Following is a summary of activities of the Bureau for 1960-61, showing also a comparison with 1959-60.

	<u>1959-60</u>	<u>1960-61</u>
No. Unsec. Prop. Tax Bills	22,958	29,801
Collections, Unsec. Del. Prop. Taxes	\$526,667.71	\$510,101.63
No. Pub. Health Dept. Del. Accts. . .	1,375	1,269
Collections, Pub. Health Dept.	\$245,767.28	\$317,514.91
No. Pub. Library Del. Accts.	4,507	2,725
Collections, Pub. Library	\$ 5,704.00	\$ 6,759.20
No. Sonoma Home Accts.	30	11
Collections, Sonoma Home	\$ 82,988.87	\$ 81,626.45
No. Other City & Co. Depts. Del. Accts.	431	683
Collections, Other Depts.	\$ 28,974.97	\$ 37,997.38
No. Interest, Fees, Court Costs Accts.	368	346
Collections, Int., Fees, Court Costs .	\$ 4,087.68	\$ 2,757.98
Total No. Accounts Received	29,669	34,835
Total Collections, Delinquent Accts.	\$894,190.78	\$954,757.55



The Attorney for the Bureau filed 1,476 court actions in 1960-61, an increase of 282 over the previous year. Of the 1960-61 total, 1310 were filed in Small Claims Court, 155 in Municipal Court, and 11 in Superior Court. There were 171 new cases referred to the Attorney for the Bureau last fiscal year.

After 30 years' municipal service, Harold J. Riordan retired from the Attorney's position during the year. He was replaced by Percy J. Creede.

Bureau of Licenses

For the first time in years, activity in the License Bureau showed a marked increase. The increase was caused by a change in the definition of an Apartment House. The latter is now any building where 3 or more families reside.

The License Bureau will also collect the Hotel Tax, effective as of July 1, 1961.

Following is a breakdown of licenses by type, number and amount for 1960-61 compared to 1959-60:

	<u>1959-60</u>		<u>1960-61</u>	
<u>TYPE</u>	<u>No.</u>	<u>Amount</u>	<u>No.</u>	<u>Amount</u>
General Bus.	27,679	\$371,385.63	31,063	\$448,152.51
Vehicles	295	48,090.50	370	39,414.50
Bicycles	5,889	2,994.50	4,481	2,306.00
Inspection Fees . . .	3,314	30,044.70	3,013	27,272.93
Contractors	2,340	23,669.50	2,426	24,564.50
Misc.	3,618	7,687.80	3,414	7,390.35
Dogs	30,777	92,331.00	30,160	90,480.00
Dup. Dogs	329	164.50	342	171.00
Curb Painting	19	2,630.95	16	2,595.33
Meat.	707	12,961.31	689	14,725.56
TOTALS	74,967	\$591,960.39	75,974	\$657,072.68

SEALER OF WEIGHTS AND MEASURES

The San Francisco Department of Weights and Measures has the duty to enforce provisions of the State Business and Professions Code pertaining to Weights and Measures and pertinent regulations of Title 4, California Administrative Code. These duties are divided in two main phases - Mechanical and Supervisorial.

The Mechanical phase involves the physical testing of all commercially used weighing and measuring devices in San Francisco. For scales, this is accomplished by applying known weights in the proper amount, and in pumps and meters by comparing known quantity of liquid with meter or measure indication; and by comparing other devices to standards to determine that accuracy within legal tolerance is being achieved. If such legal tolerance is maintained, the device is approved. If not, it is rejected and repair or replacement required.

The Supervisory phase consists of a variety of educational, investigative and preventitive duties. These include investigation of complaints; education of users in weighing and measuring devices; meetings with and development of statistics for industry, and verification of marked weights on packages.

New Legislative Actions

In 1960-1961 a number of additions and amendments were made to the Business and Professions Code, the most important being a completely new method of certifying legal weight of packages. Uniformity of inspection is most important to San Francisco business, as most of the coffee and butter, and a wide range of other packaged commodities sold in northern California, are packed in San Francisco. It is expected that most package quantity inspection will eventually be made at the processing or warehouse level. This places a heavy responsibility on the San Francisco Department of Weights and Measures.

Another amendment (to Section 12212) requires that the State test wholesale and vehicle tank truck meters, vehicle scales and livestock scales in counties where the local Sealer "because of lack of equipment is unable or fails to perform such tests." The State would then bill the counties for the cost of such services. San Francisco's Sealer does not have equipment to make these required tests, which probably will cost an estimated \$1,300. annually for testing vehicle scales and \$1,400. for wholesale and vehicle truck meters.

A vehicle scale test truck with weights and weight handling equipment would cost approximately \$20,000. A budget item of \$29,500. was submitted in the 1961-62 capital expense program of the Department of Public Works for the purpose of constructing a meter testing testing facility. Thus it appears that a capital expense of \$49,500. would be required to supply equipment to do the work that would be done by the State for about \$2,500. annually. Other counties, many much smaller in population, have this equipment. We should come to a policy decision on this in the near future.

There were 160 complaints received and adjusted in 1960-61 by departmental inspectors and 113 "orders to conform" issued. A total of 1,132,747 packages were inspected, of which 12,277 were found to be "light".

Weighing, Measures Inspections

Following is a breakdown of 1960-61 inspections of weighing and measuring devices:

<u>Type</u>	<u>Scaled</u>	<u>Adjusted</u>	<u>Condemned</u>	<u>Confiscated</u>
Scales:				
Counter	2,338	668	46	1
Spring	3,864	1,231	22	4
Computing	6,976	2,185	69	8
Heavy Capacity. . .	2,477	1,549	71	4
Person Weighers . .	319	101	12	0
Prescription (Drug)	225	68	1	0
Weights:				
Drug	7,647	0	0	17
Commercial.	16,636	38	0	29
Measures:				
Retail Pumps	7,907	176	271	0
Grease Meters. . . .	2,394	13	3	3
Lube Oil Meters. . .	.102	0	0	0
Yardage Meters164	3	0	0
Liquid Measures. . .	5,133	1	0	0
Lube Oil Bottles . .	<u>5,593</u>	<u>0</u>	<u>0</u>	<u>0</u>
Totals	61,775	6,033	495	66

Comparison of Workload Factors

	<u>1958-59</u>	<u>1959-60</u>	<u>1960-61</u>
Certificates issued	16,585	15,560	14,489
Scales tested	21,784	23,015	22,239
Weights inspected	12,861	27,128	24,367
Gas pumps inspected	6,008	6,664	8,354
Other measuring devices tested.	10,309	6,495	13,409
Containers inspected.	1,119,713	1,095,450	1,132,747

A very important part of the work of this department is investigative duties which involve the legality of brake fluid and anti-freeze; accurate weighing and maintenance of records by public weighmasters; legality of advertising of gasoline and food products and the investigation of complaints. These activities require an estimated 15 to 20 per cent of the time of the department's personnel.

AGRICULTURAL COMMISSIONER

The Agricultural Commissioner is administratively responsible for the County Department of Agriculture. He must plan and direct staff members in the proper enforcement of all provisions of the State Codes and the City and County regulations which pertain to the office of the County Agricultural Commissioner. This includes inspection of fruits, vegetables, eggs, nuts, honey and poultry and rabbit meats in wholesale and retail establishments; inspection of nurseries, seed firms and apiaries for insect pests, diseases and plant quarantine requirements; conducting of insect pest surveys and maintenance of various insect traps; and certification of agricultural products being exported to a foreign country to meet the requirements of freedom from pests and diseases.

The export certification work has decreased due to the unstable conditions in various parts of the world, and will probably continue to do so. The Interstate Plant Quarantine inspection was to be handled by this department, commencing July 1, 1961, without additional personnel, thereby causing a decrease in the amount of retail store inspections.

Revenue From 2 Sources:

Revenue received in 1960-61 consisted of \$3,300 from the State to augment the salary of the San Francisco Agricultural Commissioner, and \$2004.64 from export certification fees.

In addition to the duties listed above, the Chief Administrative Officer has delegated to the Agricultural Commissioner the supervision of the Farmers' Market, including its functions and personnel.

Following is a comparison breakdown of inspection services provided:

	<u>1958-59</u>	<u>1959-60</u>	<u>1960-61</u>
Wholesale Market:			
Premises- - - - -	61	62	65
Inspected - - - - -	16,790	17,030	16,825
Rejection Tags - - - - -	1,119	1,870	1,107
Packages Rejected - - - - -	53,723)	109,573	65,633)
	15½ Tons)		29 Tons)
Retail Stores:			
Premises- - - - -	2,115	2,120	2,132
Inspected - - - - -	1,599	2,165	2,121
Rejection Tags- - - - -	75	69	77
Packages Rejected - - - - -	1,022	842	325
Farmers' Market:			
Premises- - - - -	50	50	50
Inspected - - - - -	12,900	14,350	15,400

	<u>1958-59</u>	<u>1959-60</u>	<u>1960-61</u>
Rejection Tags- - - - -	32	32	20
Packages Rejected - - - - -	1,025	1,888	1,779
Seed:			
Premises- - - - -	160	160	161
Inspected - - - - -	153	96	107
Apiary			
Premises- - - - -	--	1	--
Inspected - - - - -	--	1	--
Plant Quarantine:			
Premises- - - - -	200	210	215
Shipments Inspected - - - -	1,016	2,109	1,249
Plants Inspected - - - - -	228,459	509,433	443,708
Nurseries:			
Premises- - - - -	157	160	172
Inspections - - - - -	173	170	187
Export:			
Certificates Issued- - - -	1,480	1,374	1,309
Packages Inspected - - - -	259,410	255,136	231,118
Wholesale Eggs:			
Premises- - - - -	22	23	22
Inspected - - - - -	518	497	486
Dozen Inspected - - - - -	722,672	560,402	649,178
Dozen Rejected- - - - -	166,784	111,420	129,681
Retail Eggs:			
Premises- - - - -	2,115	2,110	2,120
Inspected - - - - -	1,586	2,067	2,346
Dozen Inspected - - - - -	287,095	390,987	395,826
Dozen Rejected- - - - -	23,362	28,090	29,247
Poultry Meats:			
Premises- - - - -	910	912	920
Premises Inspected- - - - -	883	1,240	1,602
Packages Inspected- - - - -	38,791	37,741	73,319
Packages Rejected - - - - -	1,905	709	12,782
Disposal Orders Issued			
On Wholesale Market:			
Disposal Orders- - - - -	2,884	2,981	2,314
Packages- - - - -	60,755	65,002	58,089)
			34 Ton)



FARMERS' MARKET

The Farmers' Market was founded in August, 1943, as an outlet for surplus and distressed crops, during the war time, from counties surrounding San Francisco. Its first location was at Market Street and Duboce Avenue and was operated by the farmers themselves. On August 1, 1944, the City and County assumed management. On August 4, 1947, the Farmers' Market opened at its present location, 100 Alemany Boulevard, under a city ordinance which authorized the Chief Administrative Officer to establish a Farmers' Market and to be administered by him or by any department under his jurisdiction. It is now under the supervision of the Department of Agriculture.

The cost of the land and capital improvements at the Farmers' Market is \$243,883.01. As of June 30, 1961, \$229,472.83 of this amount has been repaid to the city. The ordinance requires that fees charged shall be such as will be sufficient to pay the operating and maintenance costs of said market, and, in addition thereto, repay to the City and County of San Francisco within a reasonable period, any capital expenditures appropriated for said market.

The capital improvements made during 1960-61 at the market were the installation of a public address system, lights in the north sheds, and striping parking stalls and clearance lines. The total amount for this work was \$2420.04. It is contemplated that increased sales can be promoted through more news releases to newspapers, radio and T. V. stations and other interested outlets.

15 Year Summary

Following is a summary of Farmers' Market revenue, operating expenses, capital costs, tonnage and stalls, from 1946 through June 30, 1961:

Fiscal Year	Revenues	Operating Expenses	Excess of Revenue	Stalls Rented	Tonnage
1946-1947	\$16,006.50	\$ 4,101.48	\$11,905.02*
1947-1948	19,748.00	14,727.81	5,020.19	15,428	6,085
1948-1949	26,287.50	15,285.47	11,002.03	17,267	10,668
1949-1950	32,190.50	12,458.77	19,731.73	20,895	11,695
1950-1951	20,601.50	21,231.69	(630.19)	13,556	7,337**
1951-1952	29,363.50	21,651.73	7,711.77	14,431	8,156
1952-1953	33,403.25	18,374.48	15,028.77	18,726	8,813
1953-1954	37,423.50	18,670.37	18,753.13	20,662	9,497
1954-1955	37,934.25	18,661.35	19,254.90	21,495	9,481
1955-1956	35,142.00	17,675.67	17,466.33	20,755	7,927
1956-1957	34,812.06	18,454.77	16,357.29	20,584	8,019
1957-1958	34,844.00	19,148.69	15,695.31	20,659	7,694
1958-1959	40,934.00	22,475.18	18,458.82	22,712	6,885
1959-1960	46,850.75	19,583.62	27,267.13	22,128	6,806
1960-1961	47,159.50	20,708.90	26,450.60	22,461	6,651
	<u>\$492,682.81</u>	<u>\$263,209.98</u>	<u>\$229,472.83</u>	<u>271,759</u>	<u>115,714</u>

* No records kept

** Market closed February to July

The breakdown below summarizes the Farmers' Market capital expenditure program, as of June 30, 1961. The City and County is being reimbursed for capital expenditures through the excess revenues each year. The summary:

Capital Expenditures

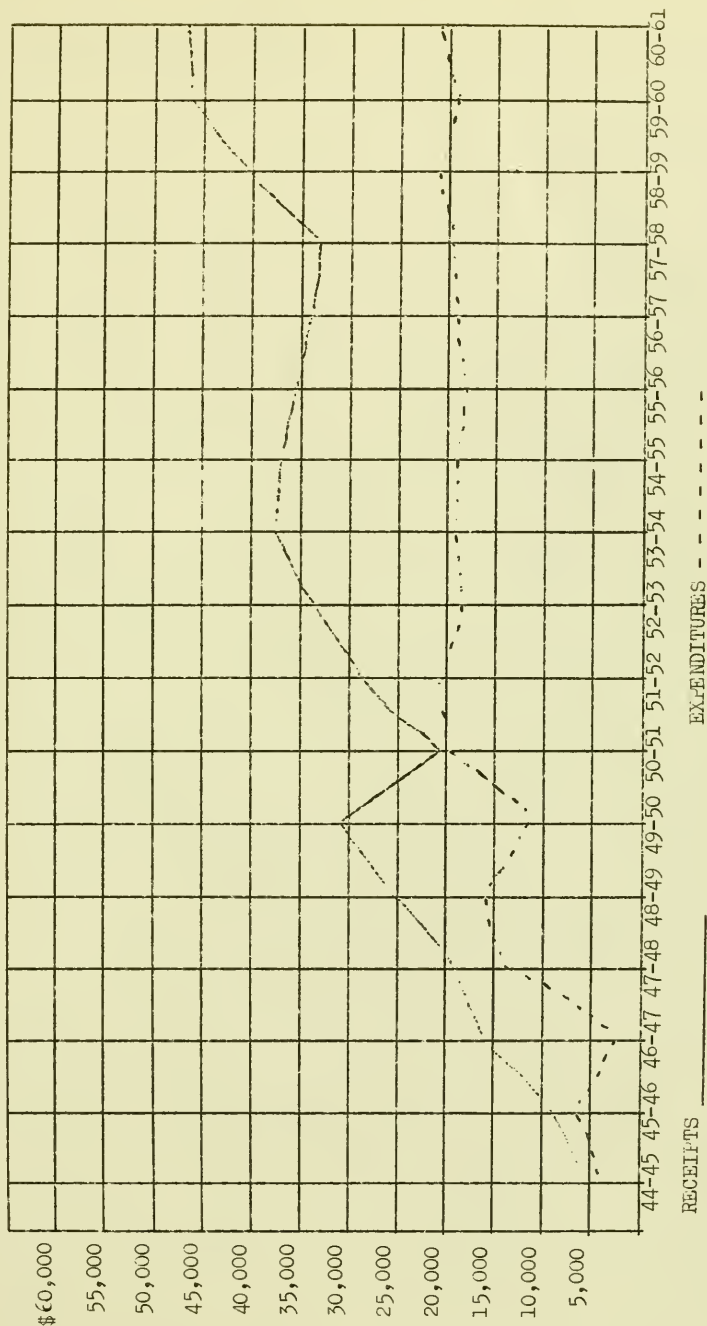
Land- - - - -	\$ 53,032.15	
Improvements- - - - -	190,850.86	
Total - - - - -		\$243,883.01

Revenues and Operating Expenses

Revenues- - - - -	\$492,682.81	
less		
Operating Expenses- - -	\$263,209.98	\$229,472.83
Excess of Capital Expenditures		
over net revenue- - - - -		\$ 14,410.18

On the following page is a graph showing receipts and expenditures, going back to 1944-1945.

Comparison Chart - Receipts and Expenditures
San Francisco Farmers'
Market



1961 - 1962

ANNUAL REPORT

of the

DIRECTOR OF

FINANCE AND RECORDS

DOCUMENTS

SEP 17 1962

SAN FRANCISCO
PUBLIC LIBRARY

City and County

of

SAN FRANCISCO, CALIFORNIA

Including

1961-1962 Annual Reports

of

RECORDS CENTER

COUNTY CLERK

RECORDER

REGISTRAR OF VOTERS

PUBLIC GUARDIAN

PUBLIC ADMINISTRATOR

TAX COLLECTOR

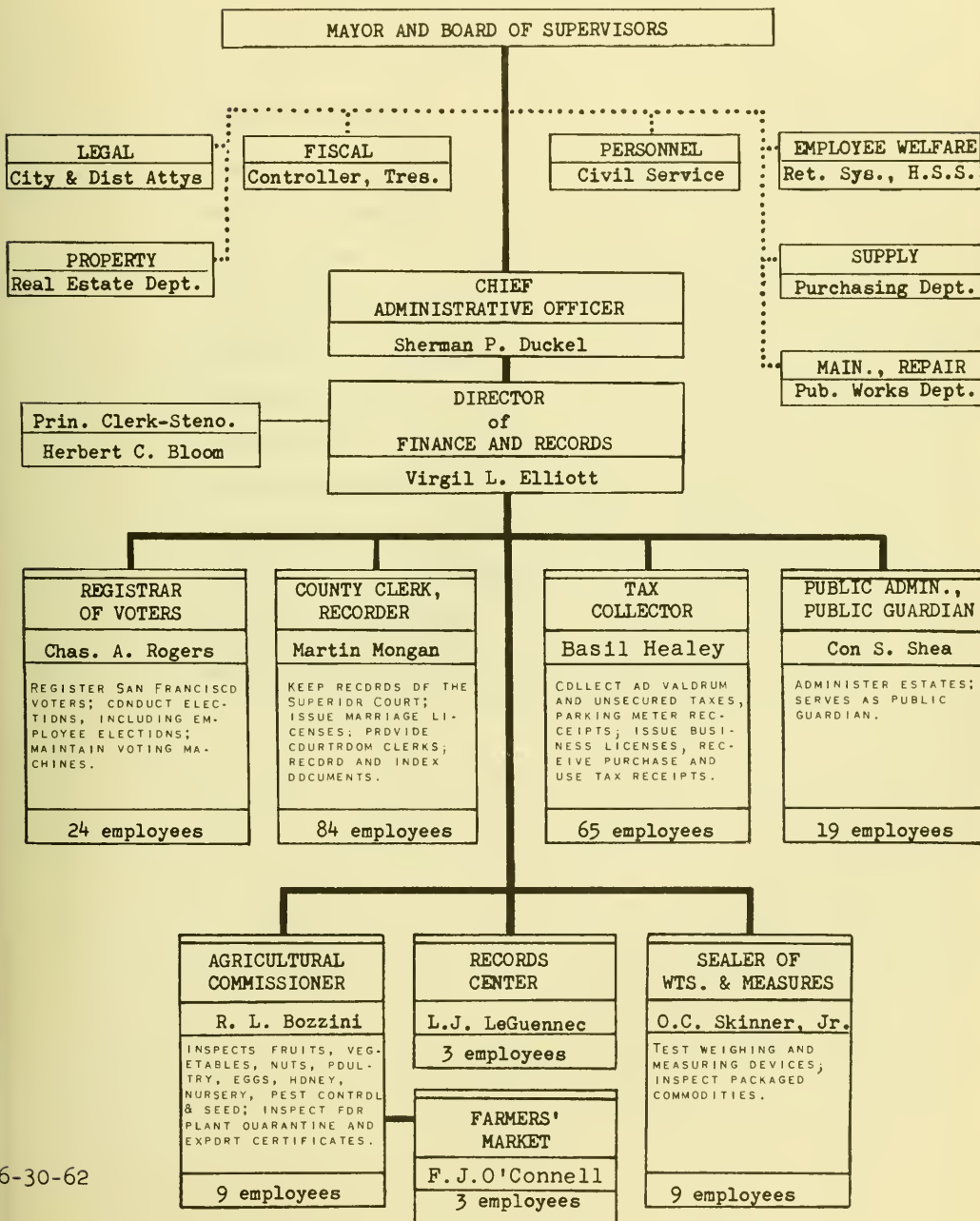
SEALER OF WEIGHTS & MEASURES

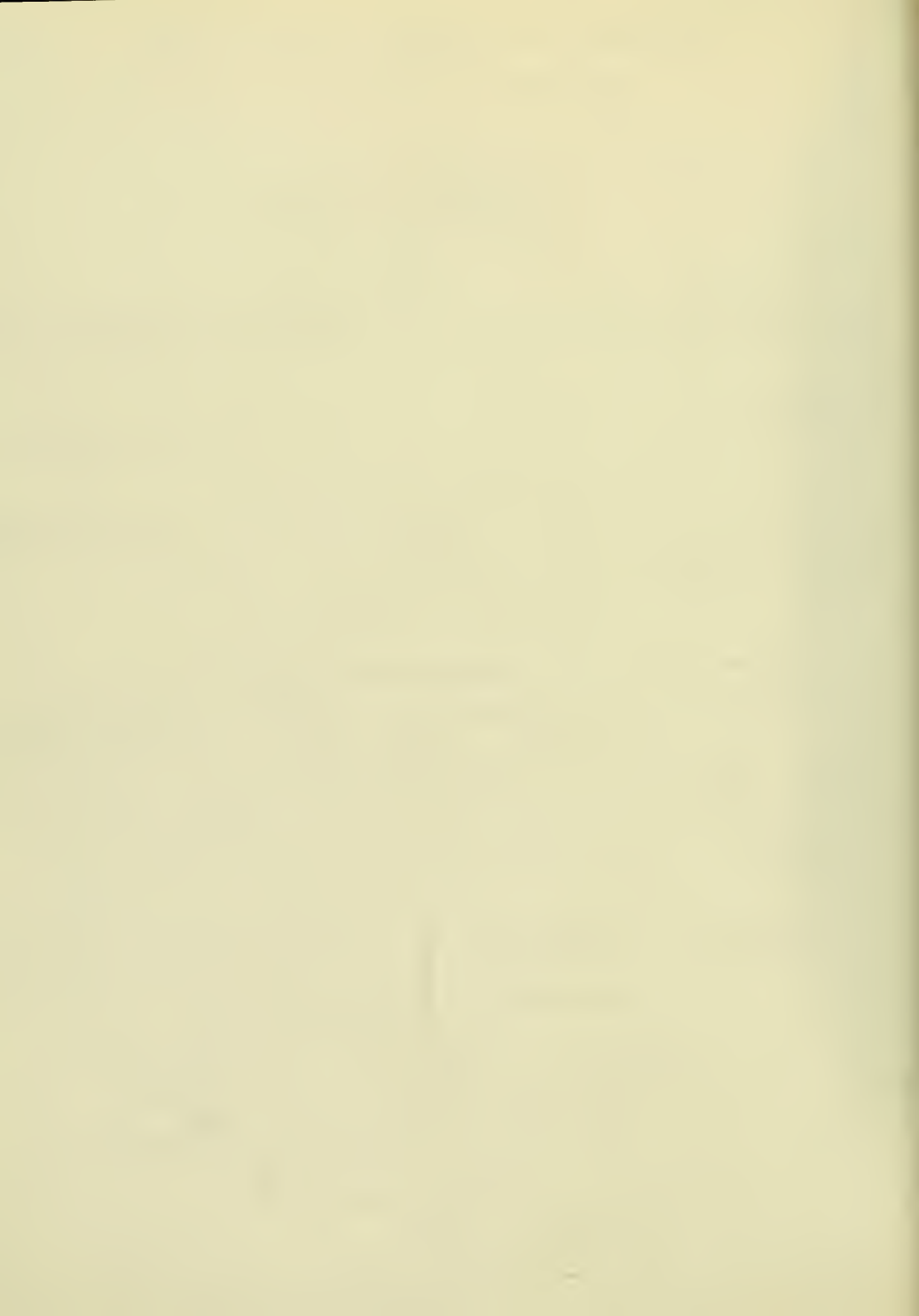
AGRICULTURAL COMMISSIONER

FARMERS' MARKET

ORGANIZATION CHART -- DIRECTOR OF FINANCE AND RECORDS

City and County of San Francisco, California





I N D E X

Organization Chart	1
Index	2
Letter of Transmittal	3
Records Center	6
County Clerk	8
Recorder	15
Registrar of Voters	18
Public Guardian	21
Public Administrator	23
Tax Collector	26
Sealer of Weights and Measures	31
Agricultural Commissioner	33
Farmers' Market	35

City and County of San Francisco

DIRECTOR
OF
FINANCE AND RECORDS

August 31, 1962

Subject: 1961-1962
Annual Report

Honorable Sherman P. Duckel,
Chief Administrative Officer
City and County of San Francisco
289 City Hall
San Francisco 2, California

Dear Mr. Duckel:

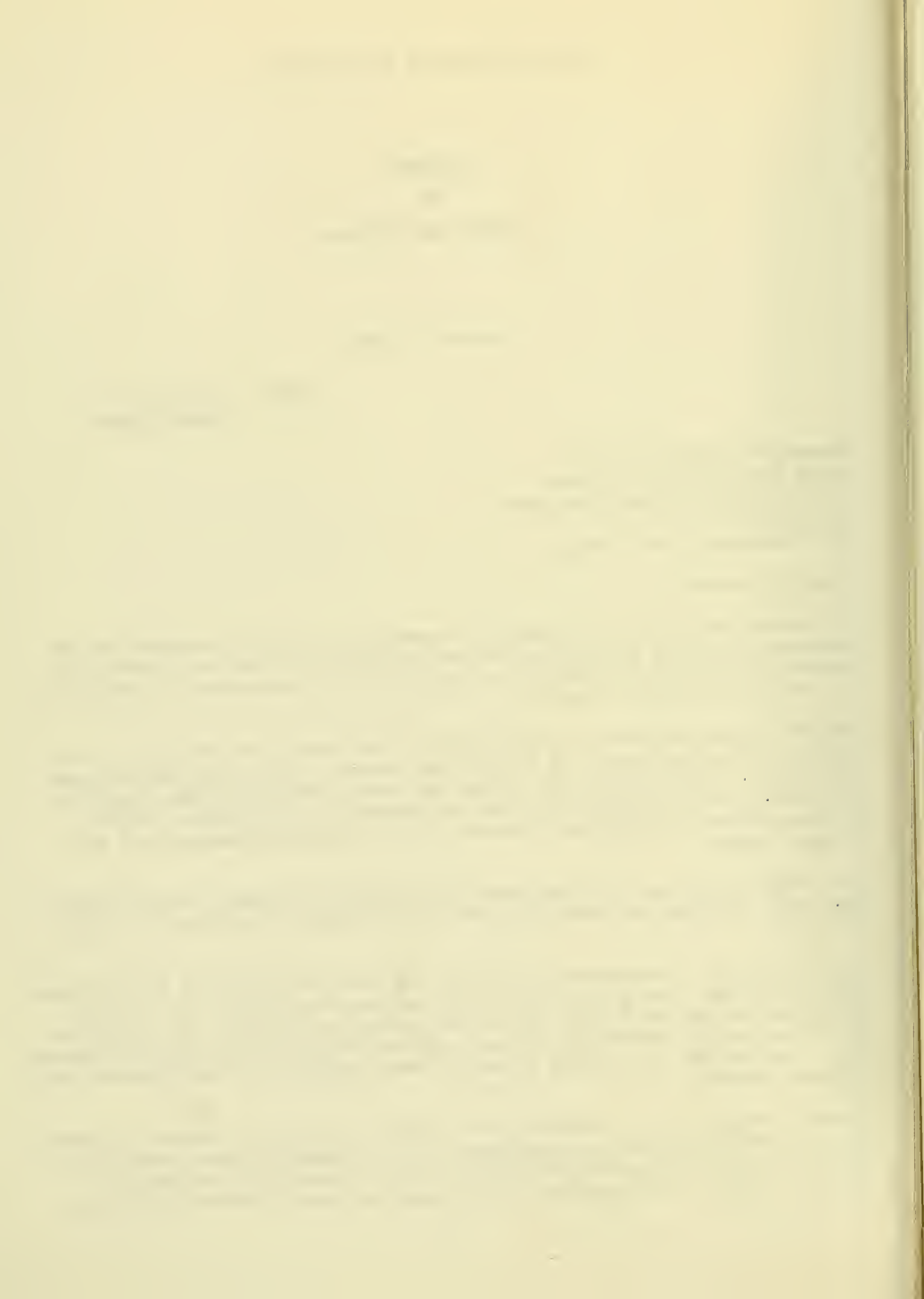
The Annual Report for the fiscal year ended June 30, 1962, covering the departments under the jurisdiction of the Director of Finance and Records are respectfully submitted herewith, in accordance with provisions of Section 20 of the City and County Charter.

Subject to your approval, it is our duty to administer the services and activities of the Departments of Finance and Records, Weights and Measures and Agriculture, which include the offices of County Clerk, Recorder, Registrar of Voters, Public Administrator, Public Guardian, Tax Collector, Records Center, Sealer of Weights and Measures, Agricultural Commissioner and the Farmers' Market.

This report summarizes the 1961-1962 operations of the above listed agencies and, also, provides the data requested by the Mayor in his letter of August 10, 1962.

During 1961-1962, considerable attention was given to making use of electronic data processing. Assigned to work full-time on the city-wide EDP project group was Ray Gai, Head Clerk in the Tax Collector's Office. Gai is helping to develop new EDP procedures for property tax billing, collecting and accounting. Possible EDP application to use of voter registration certificates also is being studied.

A study looking toward conversion from manual to mechanical methods in producing the Recorder's index was completed, and a supplemental appropriation request was planned for early 1962-1963 in order to start the new system on January 1, 1963. The changeover will result in a truly alphabetized index,



printed instead of in handwriting. The new system will cause a reduction of two employments in the Recorder's Office. This office, incidentally continues to make a sizable "net profit" for the City and County, with revenues from fees for 1961-1962 being \$17,000 more than the previous fiscal year.

Another office that more than pays its own way from fees charged is the Public Administrator's Office. In spite of this, the Public Administrator must operate in overcrowded quarters and lacks sufficient personnel and equipment. It is hoped that at next budget time we can do a better job of demonstrating these needs.

One of our most serious problems is establishing a low-cost, permanent storage place for old records, one that is fire-proof, earthquake-proof, bomb-proof, etc. The most promising solution as of this writing is the old underground, concrete-lined tunnel at Fort Funston. Present quarters at 150 Otis Street are inadequate, overcrowded, and the space is needed for office use.

Besides operation of the Records Center, it will be our responsibility starting with 1962-1963, under provisions of a new Board of Supervisors' ordinance, to serve as Records Preservation Officer, which includes recommending policies and procedures for the selection and preservation of "essential" City and County records. Under this program it will be possible to maintain a consolidated inventory of important records that should be protected against destruction by man-made or natural disaster.

Other activities receiving special attention during the past fiscal year have included the project for microfilming old documents going back to 1906, a program for improved in-service and promotional training, and a facility for testing of gasoline truck meters.

We have put into effect a number of recommendations made by the "Blyth-Zellerbach Report on Modern Management for San Francisco". It has been our policy to investigate all suggestions for improving efficiency and our service. During our four years in this position, we have reduced our operating personnel yet increased our services and our revenues from fees. We hope to make further progress in this direction during the next fiscal year.

Very truly yours,

Virgil L. Elliott

VIRGIL L. ELLIOTT,
Director

COMPARISON TABLES

Table "A"

	<u>Emp.</u>	<u>1961-62 Budget</u>	<u>1961-62 Expend.</u>	<u>Fees for Services</u>
Dept. of Finance & Records				
Director	2	\$ 25,196	\$ 24,705	\$ -
Records Center	3	27,788	25,129	-
Tax Collector	65	494,064	481,569	55,464
Registrar of Voters	24	692,354	649,859	10,578
Recorder	28	166,032	164,358	257,007
County Clerk	56	470,428	457,311	249,833
Public Administrator	16	136,390	138,764	181,852
Public Guardian	<u>3</u>	<u>21,622</u>	<u>20,895</u>	<u>200,184</u>
	197	\$ 2,033,874	\$ 1,962,590	\$ 954,918
Dept. of Weights & Measures				
Sealer	9	\$ 70,834	\$ 67,585	\$ -
Dept of Agriculture				
Commissioner	9	\$ 75,966	\$ 73,593	\$ 5,485
Farmers' Market	<u>3</u>	<u>26,420</u>	<u>25,130</u>	<u>41,780</u>
	12	\$ 102,386	\$ 98,723	\$ 47,265
Total	218	\$ 2,207,094	\$ 2,128,898	\$1,002,183

Table "B"

	<u>57-58</u>	<u>58-59</u>	<u>59-60</u>	<u>60-61</u>	<u>61-62</u>
Budgeted Expenses (Millions)	\$2.01	\$1.87	\$1.99	\$1.90	\$2.21
Actual Expenditures	\$1.95	\$1.79	\$1.92	\$1.84	\$2.13
Expenditures Less Revenues from Fees	\$1.23	\$1.02	\$1.12	\$1.04	\$1.13
Revenues from Fees*	\$.72	\$.77	\$.80	\$.80	\$1.00
Permanent Positions	225	221	218	218	218
Temporary Positions**	<u>50</u>	<u>36</u>	<u>51</u>	<u>42</u>	<u>52</u>
Total Positions	275	257	269	250	270

* Includes only fees received for services performed, but not license receipts, taxes, parking meter receipts, etc.

** 47 weeks' work considered as one full-time temporary position (5 weeks allowed for vacation, sick leave, etc.).



RECORDS CENTER

The Records Center was established in 1951 by ordinance of the Board of Supervisors. This ordinance, now comprising Chapter 8 of the San Francisco Administrative Code, authorizes the Chief Administrative Officer to establish, maintain and operate within a department under his jurisdiction a Records Center for "the orderly storage, care, management and safeguarding of storage records of the departments and offices of the City and County and of the San Francisco Unified School District". The Chief Administrative Officer has delegated to the Director of Finance and Records the authority to administer the operations and personnel of the Records Center. A Head Clerk and two General Clerks comprise the Center's staff.

Under provisions of the Administrative Code, services of the Records Center are provided without charge, including storage boxes, transportation of boxes and reference services. Paper records are stored in the 3rd, 4th and 5th floors at 150 Otis Street, where the capacity is 23,000 cubic feet (storage boxes), and at the old Municipal Railway street car barn, Geary Boulevard and Masonic Avenue, where not more than 6,000 cubic feet can be stored. Microfilm records are stored in the underground vault beneath the Municipal Railway's Forest Hill Station. Microfilm images are on 100 foot, 16 mm reels and placed in cartons 2" x 4" x 1" in size. These cartons are stored in fireproof metal safes which have combination locks.

Importance of Records Disposal

All departments are reminded of the importance of authorizing the destruction of old records which are no longer useful and which legally may be destroyed. More and more departments are turning to microfilm for the preservation of records that must be kept indefinitely, and thereby are able to keep more of their old records for convenient reference in their own offices. To illustrate the space savings possible, old paper records occupying 60 file cabinets can be stored in one file cabinet when on microfilm. Departments also should support State Legislative measures that will enable destruction of old, unusable records, or allow old paper records to be discarded once they have been put on microfilm.

The recommended practice in microfilming of records is to keep one copy in the department for routine reference, and forward a duplicate copy to the Records Center for security storage in the underground vault. The copy in the department is viewed on microfilm readers which enlarge the image to actual size and project it onto a screen. Copies are made from the image through use of a special attachment to a photostat machine or with the "reader-printer".

On the following page is a breakdown (by departments) of paper and microfilm records at the Records Center, as well as a listing of the number of reference requests during 1961-1962:

RECORDS IN STORAGE AS OF JUNE 30, 1962

<u>Department</u>	<u>Microfilm (100' reels)</u>	<u>Paper Records (Cubic Feet)</u>	<u>1961-1962 References</u>
Adult Probation		268	135
Art		9	
Assessor	38.5	32	
Board of Supervisors		204	11
Calif. Palace of Legion of Honor3		
Chief Administrative Officer		3	
City Attorney		401	25
City Planning	16.5	29	58
Civil Service	7.8	389	73
Controller	17.6	4,737	44
DeYoung Museum8		
District Attorney		26	
Electricity	3.3		
Fair Employment		4	
Finance & Records:			
County Clerk (Superior Court)	55.5	7,970	8,203
Recorder	731.0	195	
Registrar of Voters		27	
Public Administrator		321	46
Tax Collector	7.8	357	55
Health Service System		392	62
Law Library	6.0		
Municipal Court	55.0	3,478	960
Public Defender		107	2
Public Health:			
Children's Services		165	1,304
City Clinic		310	646
Laguna Honda Home		179	6
Other health services	15.0	403	80
S.F. General Hospital		422	91
Public Utilities:			
Airport	1.5		
Bur. of Light, Heat and Power	2.5	74	
Hetch Hetchy	15.0	340	95
Municipal Railway	3.5		
Water	54.0	179	
Public Welfare		29	
Public Works:			
Army Street Office		211	
Engineering Office		146	15
Main Office	55.8	41	
Sewer Repair Division		3	
Purchasing		1,192	17
Real Estate		105	41
Recreation and Park	6.5		
Retirement System	16.5	83	3
Schools	416.5		
Sheriff	3.8	779	16
Superior Court (Sec'y. Records)	2.3		
Youth Guidance Center		112	
TOTALS	1,533.0	23,722	11,988

COUNTY CLERK

The County Clerk's Office acts as the ministerial arm and office of record of the Superior Court of the City and County of San Francisco. In addition, certain statutory indices are maintained, the principal ones being the Corporation index, the Partnerships and Fictitious Names index, and the index of Notaries Public. Marriage licenses are issued by this office. Branch offices are maintained at the Hall of Justice, the Youth Guidance Center and at San Francisco General Hospital.

It is anticipated that on or about November 1, 1962, practically all reproduction work in the County Clerk's office will be done by the electrostatic process. An agreement with the Xerox corporation has been initiated for the rental of a 914 copier. It is expected that not only the quality and speed of the work done by the office will be improved, but that the revenues from this source will be increased as well.

The County Clerk is attempting to improve the appearance of the main office and the third floor of the City Hall. New fluorescent lighting has been installed and the office painted. We hope to secure new binders for the Civil and other indices.

<u>3 Year Summary Comparison</u>	<u>1959-60</u>	<u>1960-61</u>	<u>1961-62</u>
Superior Court Proceedings:			
Civil actions and petitions	10667	10958	10659
Probate petitions	3700	3761	3761
Criminal actions, Inc. Juv. Ct.	1801	1978	2098
Juv. petns. No. of children	2257	2333	2308
Psychiatric petitions	2948	3361	3721
Appeals	80	110	130
Marriage licenses issued	6703	6670	6704

Detailed operation of the various divisions of the County Clerk's Office are shown below:

Cashier's Division

The revenue from fees collected in 1961-62 decreased from \$250,281 to \$ 249,833. A comparison statement of fee revenue follows:

	<u>1959-60</u>	<u>1960-61</u>	<u>1961-62</u>
Probate Department	\$ 84,851	\$ 84,946	\$ 84,505
General Department	113,889	118,201	115,191
Civil Department	41,227	40,025	42,962
Marriage License Department	6,703	6,670	6,704
Professional Registrations	<u>476</u>	<u>439</u>	<u>471</u>
Total Office Fees	\$ 247,146	\$ 250,281	\$ 249,833

	<u>1959-60</u>	<u>1960-61</u>	<u>1961-62</u>
Fines, Law Library Fees and Collections for Other Departments:			
Marriage License Fees to Recorder	\$ 6,703	\$ 6,670	\$ 6,704
Juvenile Court Fines	5,465	3,340	3,032
Juvenile Court Traffic Fines	7,830	7,347	6,896
Juv. Ct. Tr. Fines to State Treas. (Sec. 42050 Vehicle Code)	1,237	1,177	701
Crim. Dept. Fines and Forfeitures	39,517	65,889	53,307
Peace Officers Training Fund	-	817	2,344
Narcotic Fines to State Treas. (Sec. 11681 Health & Safety Code)	-	-	3,000
Payments to State Dept. of Pub. Health (Sec. 26859 Govt. code)	-	-	683
Law Library Fees	57,378	62,268	62,070
Sup. Ct. Reporters Salary Fund	<u>198,707</u>	<u>206,571</u>	<u>205,575</u>
Total Fees and Fines Collected	\$ 562,983	\$ 604,360	\$ 594,145
Trust Fund Deposits:			
Civil Court Deposits & Jury Fees	1,599,114	954,881	500,342
Criminal Bail Deposits, Cash & Bonds	<u>28,225</u>	<u>29,542</u>	<u>29,462</u>
Total Money Collected	\$ <u>2,191,322</u>	\$ <u>1,588,783</u>	\$ <u>1,123,949</u>
Exempt Services. No Fees Collected.	\$ 20,424	\$ 24,366	\$ 25,146

General Division

New Civil actions filed during the past fiscal year totaled 10,659 compared with 10,958 in 1960-61. A breakdown of actions filed, follows:

Civil Actions	10,667	10,958	10,659
Adoptions	355	369	377
Certificates of Incorporation	1,240	1,012	1,123
Cts. of Copartnership & Fic. Names	1,052	1,086	1,061
Official and Notarial Bonds	848	1,321	1,002
Oaths of Office	1,085	1,575	1,283

Following is a breakdown by character of civil actions filed:

\$3,000 or under	248	283	34
Over \$3,000 to \$5,000	388	444	100
More than \$5,000	4,424	4,663	4,765
Divorce	3,350	3,322	3,198
Annulment	471	441	490
Separate Maintenance	262	205	228
All Other Actions	<u>1,524</u>	<u>1,600</u>	<u>1,844</u>
Totals	10,667	10,958	10,659

	<u>1959-60</u>	<u>1960-61</u>	<u>1961-62</u>
<u>Civil Division</u>			
Disposition of Civil Actions:			
Judgts. by Jury on Verdict	332	287	289
Judgts. Misc. after Ct. Hearings	2,060	1,837	1,826
Judgts. on Default	127	160	135
Dismissals by Parties	3,267	3,517	3,370
Trsfrd. to other Jurisdictions	174	206	243
Sep. Maint. Judgts. Grtd.	18	38	33
Annulments of Marriage Grtd.	417	394	421
Interloc. Decrees of Div. Grtd.	2,544	2,485	2,448
Final Decrees of Div. Grtd.	2,357	2,275	2,161
Orders of Adoption	329	295	368
Appeals to District and Supreme Courts from Superior Court			
	193	181	217
Appeals Disposed of:			
Affirmed	72	73	44
Modified	6	3	4
Reversed	22	26	24
Dismissed	46	51	39

Probate Division

New estate and guardianship proceedings amounted to 3759 compared with 3769 for the previous fiscal year.

Probate Proceedings Filed:			
Testate	1803	1885	1846
Intestate	1402	1258	1231
Missing Persons	1	2	5
Guardianship Proceedings Filed:			
Minor	171	157	162
Incompetent	326	456	504
Insane	-	1	3
Conservator	8	10	8
Letters Issued:			
Testamentary	1139	1586	1602
Administration	1129	1096	1032
Administration with Will Annexed	322	329	309
Special	145	160	151
Guardianship	511	626	708
Conservator	4	13	11



Criminal Division

Three Courts hear criminal matters daily at the New Hall of Justice.
Statistics below are based on number of defendants:

	<u>1959-60</u>	<u>1960-61</u>	<u>1961-62</u>
New Actions filed	1446	1594	1901
Informations	1007	1111	1459
Indictments	371	410	335
Cert. fr. Muni. Ct. for Judgt.	29	34	35
Cert. fr. Muni. Ct. for Hearing on Sexual Psychopathy	10	2	14
Petns. for Cert. of Rehabilitation	5	9	2
Cert. fr. Muni. Ct. for hrng. on Present Sanity	24	28	51
Cert. fr. Muni. Ct. to determine Narcotic addiction	-	-	5
Disposition of Cases:			
Convicted after Pleas of Guilty	892	977	1119
Convicted after Court Trials	215	282	348
Convicted after Jury Trials	104	93	84
Dismissed	128	90	160
Transferred to Other Jurisdictions	22	21	5
Acquitted after Court Trials	56	66	97
Acquitted after Jury Trials	45	40	14
Sentenced to County Jail	333	357	427
Sentenced to State Prison	301	338	315
Judgements of Death	1	1	2
Sentenced by Fines	-	4	5
Committed to Youth Authority	82	84	78
Committed as Sexual Psychopaths	2	-	8
Committed as Insane	36	23	37
Prob. Grtd., inc. Conditional Prob.	459	548	671
Certs. of Rehabilitation Granted	4	7	4
Committed re: Narcotic Addiction	-	-	12
Fines and Bail Forfeitures Collected:			
Fines and Assessments	\$ 29,635	\$ 58,611	\$ 50,474
Bail Forfeitures	9,813	5,775	10,000
Writs of Habeas Corpus issued:	20	18	25
Appeals to State Appellate Court:			
Pending at Beginning of Year	57	58	68
Filed during the Year	48	58	58
Disposition of Appeals:			
Affirmed	32	35	33
Reversed	2	1	1
Dismissed	11	8	26
Pending	58	68	65
Abandoned	-	2	-
Modified	2	2	1
Coroner's Transcripts Filed	360	311	328



Juvenile Court Division

The Juvenile Court meets every day at the Youth Guidance Center, 375 Woodside Avenue, San Francisco, Calif. Statistics follow:

	<u>1959-60</u>	<u>1960-61</u>	<u>1961-62</u>
Petitions Filed:			
Puns. fr. Com. of Depdnt. Children	491	434	413
Number of Children	765	701	686
Delinquent Petitions	1492	1632	1622
Number of Children	1492	1632	1622
Juvenile Traffic Hearings:			
Moving Violations	3884	4183	4341
Fines Collected	\$ 9,070	\$ 9,558	\$ 7,708
Contributory Cases:*			
Complaints Filed	196	230	107
Dispositions:**			
Held to Answer to Superior Court	172	96	45
Plead Guilty. Cert. to Super. Ct.	11	57	36
Certified to Juvenile Court	-	1	1
Not Apprehended	5	14	2
Off Calendar	1	1	27
Dismissed	12	47	-
Pending	4	10	4
Fines Collected	-	\$ 157	\$ 105

Superior Court. Crimes against Children**

Felony Informations Filed	132	75	45
Misdemeanor Informations Filed	23	21	5
Felony Indictments Filed	4	7	-
Causes from Mag. Ct. aft. Plea of Gtly.	11	57	28
Total New Actions Filed	170	160	90
Number of Defendants	175	165	73
Writs of Habeas Corpus	2	1	3
Dispositions:**			
Trials by Jury	37	23	4
Trials by Court	20	14	15
Pleas of Guilty	95	61	10
Dismissed	21	32	18
Off Calendar	1	1	-
Pending	25	16	-
Fines Collected	\$ 5,105	\$ 3,520	\$ 2,687

* To and including January 18, 1962

Subsequent Complaints processed by Municipal Court

** To and including January 18, 1962

Subsequent actions processed and reported by Criminal Division of Superior Court



State Hospital Court Division

The State Hospital Court meets at 9:30 AM every day at San Francisco General Hospital, 2450 Twenty-second street. The Courtroom clerk is in attendance from 8 AM to 5 PM each day.

	<u>1959-60</u>	<u>1960-61</u>	<u>1961-62</u>
Alleged Insane Persons:			
Examinations	1736	1533	1644
Committed to State Hospitals	1311	1231	1294
Examined and discharged	425	302	350
Intemperance and Use of Drugs:			
Examinations	1169	1817	2051
Committed to State Hospitals	1063	1693	1788
Examined and Discharged	106	124	263
Feeble Minded:			
Examinations	43	11	26
Comm. to Homes for Feeble Minded	43	11	26

Appellate Division

Three judges of the San Francisco County Superior Court appointed by the Chairman of the Judicial Council, sit each Friday morning as the Appellate Department of the Superior Court. Appeals from the Municipal Court, Criminal or Civil, are heard by the Appellate Division. Appeals from the Small Claims Court are tried de novo.

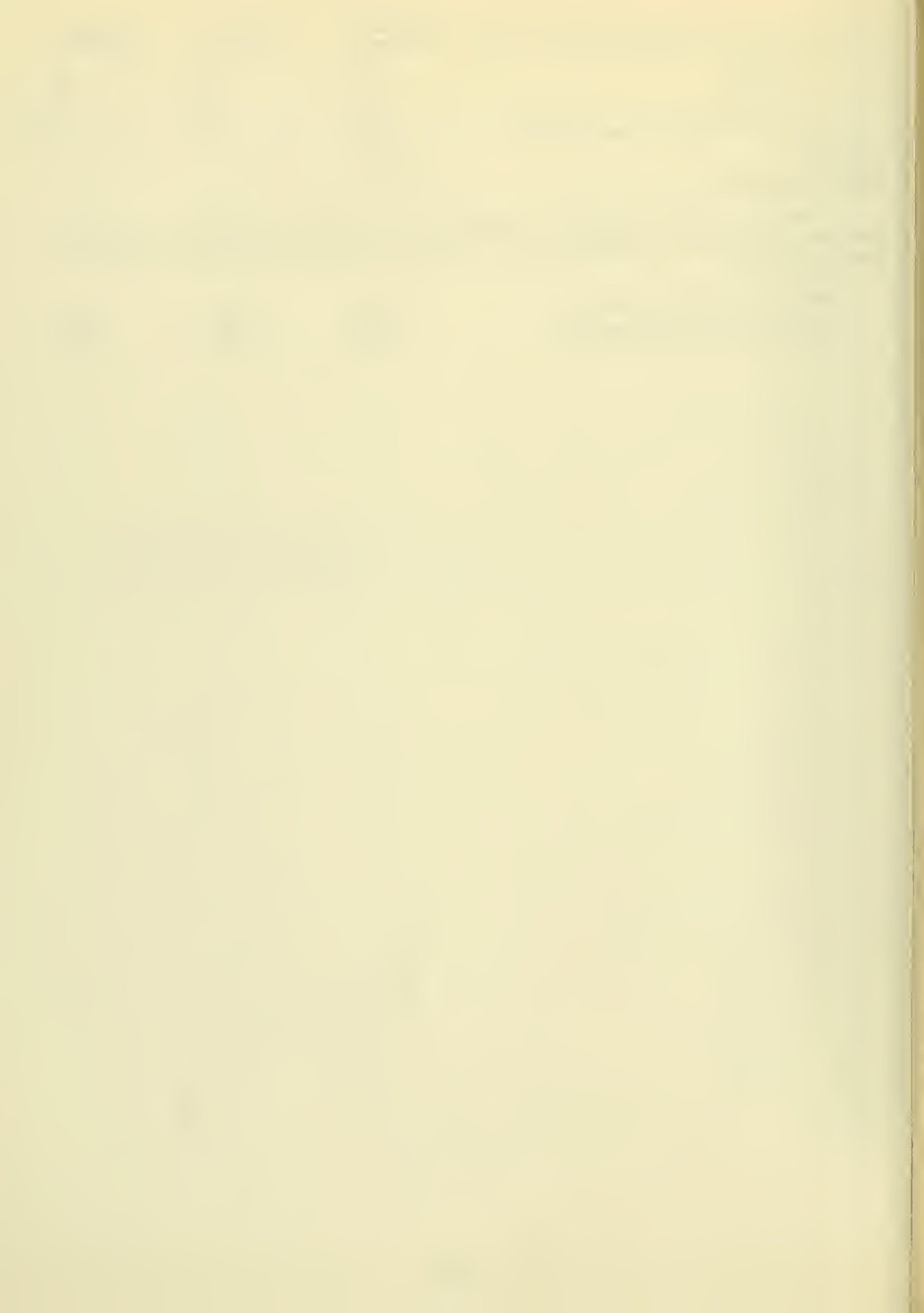
Civil Appeals from Muni Ct:			
Filed during the year	32	52	74
Disposition of Appeals:			
Affirmed	22	24	37
Modified	-	5	5
Reversed	9	5	18
Dismissed	4	9	14
Rehearings Denied	3	-	12
Under Submission or Pending	10	15	15
Criminal Appeals from Muni Ct.			
Filed during the year	20	33	30
Disposition of Appeals:			
Affirmed	10	16	10
Reversed	3	6	15
Dismissed	6	1	1
Pending	5	16	19
Modified	1	2	-
Abandoned	-	-	1
Appeals from Small Claims Court	28	25	36

	<u>1959-60</u>	<u>1960-61</u>	<u>1961-62</u>
Disposition of Small Claims Appeals:			
Affirmed	19	18	21
Reversed	6	3	8
Dismissed	16	6	5
Under Submission or Pending	12	8	10

License Division

Marriage licenses issued in 1961-62 totaled 6704 or 34 more than the previous fiscal year. There were 2161 decrees of divorce entered, or 114 less than in 1960-61.

Marriage Licenses Issued	6703	6670	6704
Professional Registrations	223	230	217



RECORDER

The Recorder's office, as required by state law, receives for recording all papers or notices that may by law be recorded, makes and keeps a true copy of the original, indexes the same, and arranges the books of record and indices in suitable places to facilitate their inspection.

A long-range plan for microfilming old records dating back to the 1906 fire got underway last fiscal year. Funds to continue this project were appropriated in the 1962-63 budget. This work is scheduled for completion by June 30, 1965.

Plans for another project were developed during 1961-62. This would involve converting the Recorder's index from the Cott manual system to a mechanically printed, truly alphabetical index.

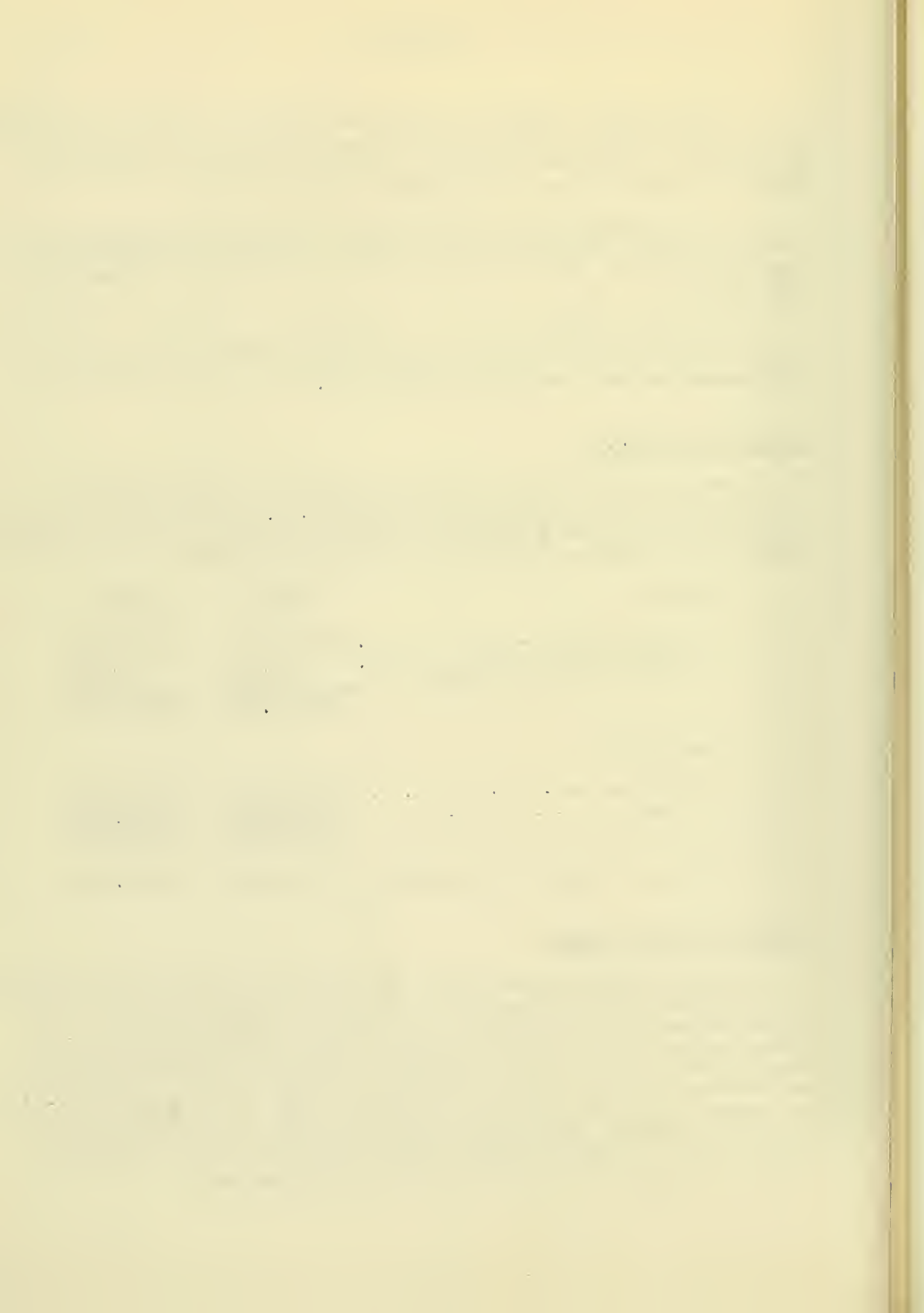
'Profit' of \$92,648.91

The Recorder's office continued in 1961-62 to show an excess of receipts over expenses, the amount being \$92,648.91. Receipts from recording and filing fees totaled \$257,007.00, or 63.1 per cent more than the expenditures of \$164,358.09. The breakdown of receipts follows:

Receipts	<u>1960-61</u>	<u>1961-62</u>
Recording fees	\$223,739.20	\$240,291.80
Special service fees	9,991.40	10,011.20
Marriage license recording fees..	6,670.00	6,704.00
	<u>\$240,400.60</u>	<u>\$257,007.00</u>
Expenditures		
Salaries	\$150,170.09	\$153,541.61
Other	14,868.44	10,816.48
	<u>\$165,038.53</u>	<u>\$164,358.09</u>
Excess, receipts over expenditures	\$ 75,362.07	\$ 92,648.91

Additional Credits Listed

Receipts listed do not include desk rental fees collected last fiscal year by the Real Estate Department in the amount of \$1,830, for desk space in the Recorder's office used by title companies, record searchers, etc. Neither do they include \$18,082.00 estimated work for 4,474 papers (7,612 pages) of "official", or free recordings; that is, the service rendered to war veterans, dependents of war veterans, compensation and pension claims, old age pension claims and miscellaneous Federal, State or other political subdivision recordings; said service required by state law to be performed without fees. An additional \$200 could be added for other free work performed as a courtesy to other City and County departments.



The month-by-month breakdown of recording and filing fee receipts follows:

	1960-61	1961-62
July	\$ 18,176.90	\$19,618.70
August	20,574.75	22,414.55
September	17,748.00	18,963.85
October	19,111.95	21,163.95
November	19,415.40	21,137.60
December	18,930.40	20,175.10
January	18,270.15	21,648.90
February	18,439.85	19,197.05
March	24,730.90	23,412.90
April	19,927.85	22,637.60
May	22,716.75	23,565.60
June	22,357.70	23,071.20
Total	\$240,400.60	\$257,007.00

Documents Filed and Recorded

Following is a classified list of the 112,262 documents filed and recorded during 1961-62. For comparative purposes, lists for two preceding years are also given:

<u>Type of Document</u>	<u>1959-60</u>	<u>1960-61</u>	<u>1961-62</u>
Affidavits of Death	1,179	1,285	1,421
Agreements	1,429	1,316	486
Decrees	1,628	1,601	2,226
Deeds	17,350	17,147	18,680
Deeds of Trust	16,791	18,710	21,942
Judgments and Abstracts	1,766	1,970	2,082
Miscellaneous	28,459	29,388	30,554
Military Discharges	707	1,512	1,068
Mortgages of Personal Property	12,701	12,059	11,569
Mortgages of Real Property	663	525	548
Notices of Default	917	1,021	1,052
Reconveyances	15,591	17,730	19,499
Tax Liens - Federal	1,073	1,196	1,135
Total	100,254	105,460	112,262

The figures below show recordings of deeds, mortgages, and deeds of trust for the past 10 years:

<u>Fiscal Year</u>	<u>Deeds</u>	<u>Mortgages</u>	<u>Deeds of Trust</u>
1952-53	18,519	661	16,519
1953-54	17,516	690	15,849
1954-55	18,653	607	17,373
1955-56	18,021	720	16,602
1956-57	17,827	716	14,983
1957-58	16,516	653	14,188
1958-59	18,308	807	17,097
1959-60	17,350	663	16,791
1960-61	17,117	525	18,710
1961-62	18,680	548	21,942

The following table lists the number of marriages in San Francisco, going back to 1942-43:

1942-43.....	9,428	1952-53.....	7,359
1943-44.....	11,771	1953-54.....	6,711
1944-45.....	12,064	1954-55.....	6,686
1945-46.....	13,453	1955-56.....	6,526
1946-47.....	11,038	1956-57.....	6,895
1947-48.....	9,629	1957-58.....	6,502
1948-49.....	8,465	1958-59.....	6,595
1949-50.....	7,397	1959-60.....	6,629
1950-51.....	8,195	1960-61.....	6,538
1951-52.....	7,220	1961-62.....	6,602

By authority of Charter Section 173 and the State Elections Code, the Registrar of Voters is responsible for the conduct, management and control of the registration of voters, and of the holding of elections and of all matters pertaining to elections in the City and County. The small permanent staff has not materially increased in the past 30 years. This force is augmented by seasonal workers, as required, during the registrations and election periods.

During fiscal year 1961-62 the Registrar of Voters conducted the 1961 Municipal election and the 1962 State Primary. The Municipal election was marked by a near-record number of candidates for Supervisor. Many of these candidates were serious, but some questions were raised as to whether a few candidacies were serious. A proposal was made that filing fees and/or sponsor requirements be increased, but no legislation to accomplish this has been introduced.

Election Difficulties

The 1962 State primary was the first time since cross-filing was abolished that all State Constitutional officers were up for election. This new procedure created a number of difficulties. As a result, a special meeting of the Board of Directors of the County Clerks and Registrars was held and a number of recommendations were made which eventually will be included in legislation to be considered at the 1963 legislative session. Included in these recommendations was one to eliminate write-in votes at primary elections. It was the consensus of the group that if a candidate's name cannot legally be printed on the ballot, it is inconsistent to permit a voter to write-in the name of such a candidate.

Another recommendation, of particular interest to San Francisco was to require a filing fee of \$10 per candidacy for County Central Committee. San Francisco ballots have contained as many as 45 candidates in one district for this party office. This materially increases costs, but perhaps more important, loads up the ballot to the disadvantage of candidates running for more important offices.

Deputy Registrars

The Registrar is required by law to deputize volunteer workers to take registrations. For example, more than 400 such workers were deputized for the June 1962 primary election. These volunteers are mostly party workers or others who have a particular interest at stake in the election. The Registrar doubts that San Francisco's total registration is increased or that operating costs are reduced by this method of securing registrations. These deputies must be instructed, often in evening classes at overtime rates, their work must be carefully checked and their errors and omissions corrected. Many of the deputies returned their books with no registrations taken and approximately one-half took less than 10 registrations each. San Francisco has always had a high registration and vote ratio when compared to the rest of the state and we believe that the problems created by these volunteers more than offset any possible advantage.

In addition to the regular elections conducted, the Registrar conducted an election to choose an employee member of the Retirement Board of the City and County. Machines were prepared and furnished for many union elections and school elections. By ordinance, the Registrar's office collects fees for rental of machines for all purposes except educational uses and student body elections in public and parochial schools.

Shifting Population

San Francisco's population is again increasing and will result in an increasing registration. Although population and registration totals decreased between 1950 and 1960 this did not diminish our work-load because the population has been more transitory. There has been a noticeable change in the composition of the population and there have been large scale demolitions and reconstruction in connection with Redevelopment projects and wartime housing projects. These dislocations do not increase our total registration but do require new registrations and cancellation of old registrations.

San Francisco has always maintained a leading position in the conduct of elections. This City and County has used voting machines for over 30 years and its early election night tallies have been noted throughout the State.

Efforts to Speed Up Vote Count

Significant activity has developed in the State Legislature and among County Clerks and Registrars throughout the State to speed up election returns and to modernize election procedures. The success to date has been slight. Following the June primary election, Mr. Gordon Sinclair, chairman of the Governor's Advisory Committee on Voting Procedures, was quoted in the press as saying, "We keep working on speeding up the count but we seem to be unable to keep new problems and more voters from slowing it down".

Some counties have gone into electronic data processing. This has not been completely satisfactory but does offer some possibility for eventual improvement in processing returns. The basic problem, however, appears to be the very complex ballot, the liberal election laws, and the restrictive procedures required by law. The Legislature is naturally reluctant to limit voters in their choices and equally reluctant to relax any of the safe-guards that have kept California elections free of any questions of fraud. Much more study and effort must go into this problem before satisfactory results can be expected.

4 Year Workload Comparison

	<u>1958-59</u>	<u>1959-60</u>	<u>1960-61</u>	<u>1961-62</u>
Regular elections (number)	1	2	1	2
Registration affidavits processed	47,340	73,126	75,372	49,578
Registration affidavits cancelled	75,065	44,127	88,879	34,662
Sample ballots mailed	406,158	719,791	404,613	728,427
Absentee ballots requested (paper)	7,448	6,782	14,114	5,814
Absentee vote (paper ballots)	6,623	5,958	12,525	4,810
Absentee vote (machine)	3,553	5,031	5,329	5,106
Precincts used	1,300	2,588	1,286	2,608
Voting machines used	1,636	3,272	1,640	3,274
Voting machines loaned/leased out	251	334	336	260
Precinct vote (machines)	309,003	476,255	330,436	449,820
Total votes cast	319,179	495,244	348,290	459,736
Employee group elections (ballots)	24,611	54,390	31,346	13,592

PUBLIC GUARDIAN

The function of the Public Guardian's Office is to apply for letters of guardianship and administer the estates of incompetents who are receiving welfare assistance or who are in any of the county hospital facilities.

The Public Guardian program has been in operation for two years. The program is beneficial both to the ward and to the county. In all cases, the appointment is for both the person and estate. The ward is benefitted by the personal attention of this office. The county is benefitted by the payments for hospitalization and for back obligations of the ward. Without the Public Guardian program these incompetent people would be unable to collect welfare assistance, Social Security, and other pensions or benefits to which they are entitled.

Eases Crowded Hospital Condition

Where wards have sufficient funds they are moved from the county facilities to private rest homes. This provides additional beds at the San Francisco General Hospital for patients who are more in need of medical assistance.

Under the present budget setup, the Public Guardian program has reached its limit - without additional help the caseload cannot be increased.

3-YEAR WORKLOAD COMPARISON

	1960-61	1961-62	1962-63
	<u>Actual</u>	<u>Actual</u>	<u>Estimate</u>
Applications investigated	165	253	200
Total wards as of June 30	97	210	235
New wards during year	107	146	50
Guardianships terminated	10	23	25
Expenditures, this program	\$ 18,030	\$ 20,400	\$ 23,695
Direct benefits to county	\$ 39,878	\$200,000	\$238,000
Indirect benefits	\$ 1,811	\$ 34,000	\$ 47,000
Total benefits to county	\$ 41,689	\$234,000	\$275,000

In line with the department's policy of efficient utilization of resources and available employees, a physical consolidation of the Public Administrator and Public Guardian offices must be made. Also, additional personnel must be allowed so that the wards in the program may be properly serviced. It is now our thought that a new position would be better classified as an investigator rather than a Social Service Worker so that there would be less limitation on the duties assigned to the occupant.

The Public Guardian's Office, though set up as a separate office under the Public Administrator, does, of necessity, take the time of much of the staff of the Public Administrator's Office. This is particularly the time of the legal and stenographic staff, in that much of the court procedure, legal forms and policy matters are in the innovation stage and must be considered case by case. It is hoped that, with sufficient experience, forms can

be adopted to facilitate the handling of these procedures. This, however, will consume considerable time.

Legal Steps Complicated

In many respects the Public Guardian must be more cautious and require more legal guidance on a case by case basis than the Public Administrator. The legal rights and liabilities of the Public Administrator are somewhat defined in the general law pertaining to all administrators and in some case law in connection with the Public Administrator's Office. The Public Guardian, on the other hand, is a relatively new office in the State of California and there are few precedents upon which definite rules of action can be predicated.

Guardianship proceedings in themselves are not as well defined as administration proceedings and require day to day legal opinions in each case. The net result is that much of the work properly attributable to the Public Guardian's Office is of necessity borne by the staff of the Public Administrator's Office. It is to be noted that the Public Guardian's Office does not have a stenographer, consequently, all new pleadings and documents must first be prepared by the stenographic staff of the Public Administrator's Office.

In connection with the office of the Public Guardian, one serious problem is the necessity of proper contact with the incompetents under the jurisdiction of the Public Guardian. It is the policy of the San Francisco General Hospital to require patients with any assets over a certain limited amount to obtain service in private nursing homes or hospitals until their assets are exhausted. In many of the Public Guardian cases this situation has arisen with the result that the Public Guardian finds his wards housed in different private nursing homes throughout the area requiring special visitations and special attention to details in arranging with each nursing home for the care of the ward. This properly is social service work and if increased, as it is expected by the San Francisco General Hospital, should require the services of a Social Service Worker. However, as stated before, we feel that an investigator could perform this type of work.

PUBLIC ADMINISTRATOR

The function of the Public Administrator's Office is the administration of estates of deceased persons who died intestate where there are no heirs of the decedent residing in the State of California, or in cases of a decedent dying testate where there is no executor named in the will or the executor is unable or fails to qualify and there are no resident heirs in the state.

All functions pertaining to each estate are handled by the office staff. These functions include - the investigation, making funeral arrangements, applications for letters, collection of all assets, payment of all legal debts, sales of real and personal property, filing and defending suits, obtaining all county, state and Federal tax clearances, and distribution to heirs of the State of California. A complete and thorough investigation must be made of each estate reported - without a proper investigation there could be a loss of revenue to the county.

Investigation of Cases

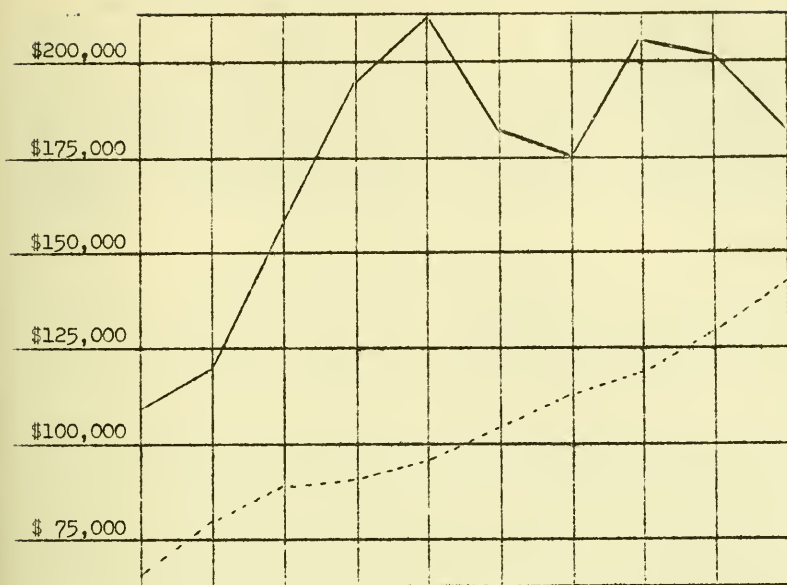
Approximately 40 percent of the cases investigated are administered by the Public Administrator's Office. The remaining 60 percent either have no assets or are turned over to the named executor or administrator who may have a priority to serve. The above is one of the service functions of this office.

5-YEAR WORKLOAD COMPARISON

	1958-59	1959-60	1960-61	1961-62	1962-63
	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Estimate</u>
Estates investigated . . .	1,413	1,400	1,251	1,296	1,500
New estates opened . . .	580	539	496	488	550
Final accounts filed . . .	421	471	409	344	550
Discharges filed . . .	560	625	544	246	550
Open estates (end of the year)	791	705	657	898	898
Revenue from fees . . .	\$176,538	\$205,249	\$203,570	\$181,852	\$200,000
Operating expenses . . .	\$114,226	\$115,716	\$129,742	\$138,609	\$149,721
Net revenue	\$ 62,313	\$ 89,533	\$ 73,828	\$ 43,243	\$ 50,279

The Public Administrator's Office is entirely self-supporting and as a matter of fact produces a profit for the City and County of San Francisco out of the revenues received from the estates of decedents. These revenues pay not only for the services in the general estates, but also for the free services provided in investigating decedents deaths where no estates are ever opened by the Public Administrator or where the estate is the special proceeding in which the Public Administrator receives no fees.

10-YEAR COMPARISON -- REVENUES VS EXPENDITURES



52-53 53-54 54-55 55-56 56-57 57-58 58-59 59-60 60-61 61-62

----- Expenditures
 ————— Revenues

The serious problem of transportation affects both the Public Administrator and the Public Guardian. The calls which have to be made by the deputies, investigators, etc., throughout the whole area are so numerous that many of them must be delayed until they can be calendared so that the one automobile of the Public Administrator can be used. No other form of transportation is available in that the Public Administrator and Public Guardian are both faced with the problem of constantly moving personal effects, property, etc., of wards and decedents and must, of necessity, frequently go out of San Francisco to adjoining counties.

Efficiency of Administration

The fact that the Public Administrator does receive statutory fees in the general probates also imposes some obligation on him to the heirs and creditors to at least give them the same attention as would private administrators. Heirs are frequently prepared to be critical of the Public Administrator's Office, especially in those cases in which they have been denied the right to probate the estate because of their non-residence. They feel that, if they had been allowed to administer the estate, they could do a much more efficient job and a much speedier job than the Public Administrator. As a matter of fact, the Public Administrator's Office would not bow to any other administrator whether a corporate institution, such as a bank, or a private individual, as to the efficiency and speed with which probate matters are administered.

The public, of course, is not aware of this and the constant problem of attempting to please the unreasonable as well as the reasonable segments of the public means that every step must be taken that will insure a more efficient use of the staff. Actually, most expenditures which could be made to increase efficiency would, in fact, not be additional expense, but rather an investment to return more income to the City. There is every indication that the number of cases and the amount of money to be returned in estates will, during the years, continue to increase. The sooner these cases can be processed to completion, the sooner the fees are returned to the City treasury.

TAX COLLECTOR

The Tax Collector operates under several sets of laws, either State or Local, as the basic nature of the task to be done dictates. As a County Officer he must observe the directives of the State Revenue and Taxation Code in: (a) collecting current and delinquent real and personal property taxes, (b) preparing and publishing by June 8 of each year a list of delinquent real estate tax payers, (c) making required periodic reports to the State Controller and to the local auditor, (d) executing deeds to the State of California on properties delinquent for five or more years, (e) making provisions to hold public auctions of tax-deeded properties and the actual auctions themselves, and (f) making refunds on duplicate or erroneous payments.

As a City Officer he proceeds under the Charter and Ordinances of the City and County in: (a) collecting licenses, (b) operating the Bureau of Delinquent Revenue, (c) collecting Parking Meter receipts, (d) collecting the Hotel Room Tax, and (e) making the reports and settlements required of a local officials who collects monies.

During 1961-62, there was an appreciable increase in the work load of the Tax Collector's Office. The increased activity occurred in the License Bureau, in the Bureau of Delinquent Revenue and in the Cashier's Division. The Parking Meter Division experienced a slight drop in receipts over the previous year. The Hotel Room Tax Bureau became operative July 1, 1961.

The untimely passing of Tax Collector Louis J. Conti on September 27, 1961, shocked and saddened the entire City government. Mr. Conti was succeeded by former Chief Assistant Treasurer, Basil Healey.

Cashier's Division

During the last fiscal year, the Tax Collector's Office collected \$139,678,425.46, an all-time high for the ninth consecutive year. All such collections funnel through the Cashier's Division.

Peak periods for tax collection were from July 15 to September 15 for unsecured personal property taxes, and from November 1 to December 15 and March 1 to April 15 for real property taxes. Peak periods for license collections were in January, July and October.

Following is a table of collections for the various divisions for 1961-62, as compared with 1960-61:

	<u>1960-61</u>	<u>1961-62</u>
Real Property Taxes and Secured Personal Property Taxes	\$ 97,740,925.98	\$ 98,917,160.07
Unsecured Personal Property Taxes	15,468,760.48	18,806,490.69
Purchase and Use Tax	17,098,958.93	17,328,781.04
Parking Meters	1,500,003.64	1,459,557.66
Delinquent Revenue	955,757.55	1,438,963.29
Licenses	657,072.68	1,720,035.51
Miscellaneous	<u>22,657.61</u>	<u>7,437.20</u>
Total	\$ 133,444,136.76	\$ 139,678,425.46

Real Estate Tax Division

The Real Estate Tax Division processed 144,924 real property tax bills in 1961-62, as well as performing the accounting for 33,920 unsecured property tax bills.

For several weeks prior to tax or license deadline dates, intensive publicity campaigns are carried on with the free cooperation of local press, radio, and television agencies. Public response has been excellent.

The Tax Office is participating in the City's Electronic Data Processing program. Present plans call for conversion of the real estate tax bills for 1963-64 to the data processing basis.

Following is a table showing delinquencies for 1961-62, as compared with 1960-61:

	<u>Real Property Taxes</u>	<u>Unsecured Property Taxes</u>
Amount Delinquent June 30, 1962 . . .	\$ 884,401.83	\$ 418,132.05
Amount Delinquent June 30, 1961 . . .	\$ 887,395.15	\$ 474,761.94
Percent Delinquent June 30, 1962 . .	0.89	2.15
Percent Delinquent June 30, 1961 . .	0.89	2.92

There were 3,017 parcels sold to the State and 26 deeded to the State in 1961-62, compared to 2,632 parcels sold to the State and 24 deeded to the State in the previous fiscal year.

Purchase and Use Tax Bureau

San Francisco's Purchase and Use Tax has been collected by the State since July 1, 1958, under an arrangement where a service charge is paid the State to cover costs of collection. The Bureau's staff has been reassigned, transferred, promoted, retired, and the Bureau is no longer in existence.

In 1961-62 general tax personnel completed 78 audits for refunds, as compared to 542 completed the previous year. In its auditing program last fiscal year, \$18,020 was recovered for the City and County, as compared to \$7,904 in 1960-61. Five accounts, under litigation involving the State of California remain open. Settlement within a few months is expected.

Parking Meter Division

The Parking Meter Division collects, sorts and counts all coins deposited in 12,350 parking meters in San Francisco. About 4,200 meters are emptied of coins and wound each work day. Of the 53,888,048 coins received, 37,740,-215, or 70 percent were pennies, 10,687,532, or 19 percent were nickels and 5,460,301, or 11 percent were dimes.

The total weight of coins collected in 1961-62 was 405,679 pounds as compared to 428,268 pounds in 1960-61. The weight decrease reflects the revenue decline of approximately \$40,400. The drop is attributed to two causes: (a) heavy construction work in some areas, and (b) widespread pilferage. The Police Department is most cooperative in acting upon our reports of robbed meters. Numerous arrests have been made.

Several suggestions by parking meter manufacturers which could assist our ultimate solution to a nagging problem have been forwarded.

A comparison of parking meter receipts follows:

1958-59	\$ 1,130,967
1959-60	1,401,912
1960-61	1,500,003
1961-62	1,459,558

During 1961-62, Canadian coins to the redeemable total of \$1,083 were collected from the meters, as were \$602 in bent or disfigured U. S. coinage, and \$64 in foreign money.

Approximately 660 pounds of washers and slugs, or an average of 3 pounds per day were separated from the legitimate coins during the course of the year, and periodically dumped in the bay.

Bureau of Delinquent Revenue

A new record high number of 37,738 accounts were transferred to the Bureau of Delinquent Revenue by various City and County departments during 1961-62.

The record number of accounts handled and the amount collected, represents a 33 percent increase over the collections of the previous fiscal year. This was accomplished with no increase in the number of personnel and without a full crew of investigators in the field for the entire year.

During the 1961-62 fiscal year 82 hospital accounts amounting to \$19,387 were sent to the Stores Collection Agency. The amount collected by this agency during the fiscal year amounted to \$2,072, of which the City and County received one-half.

Cost to the City and County for monies collected by the Bureau of Delinquent Revenue was approximately 8.8% during the same fiscal year. Following is a summary of activities of the Bureau for 1961-62, as compared with 1960-61:

	<u>1960-61</u>	<u>1961-62</u>
Number Unsecured Property Tax Bills	29,801	33,920
Collections, Unsec. Del. Property Taxes . . .	\$510,101.63	\$972,715.43
Number Dept. Pub. Health Del. Accts.	1,269	1,388
Collections, Dept. Public Health	\$317,514.91	\$297,493.05
Number Public Library Delinquent Accts.	2,725	1,454
Collections, Public Library	\$ 6,759.20	\$ 6,675.94
Number Sonoma Home Accounts	11	17
Collections, Sonoma Home	\$ 81,626.45	\$ 83,056.43

	<u>1960-61</u>	<u>1961-62</u>
Number Other City & County Dept. Del. Accts.	683	555
Collections, Other Departments	\$ 37,997.38	\$ 54,040.77
Number Interest, Fees, Court Costs Accts.	346	404
Collections, Interest, Fees, Court Costs	\$ 2,757.98	\$ 10,936.59
Total Number Accounts Received	34,835	37,738
Total Collections, Delinquent Accounts	\$ 954,757.55	\$ 1,424,918.21

Legal Division

The Legal Division in conjunction with the Bureau of Delinquent Revenue instituted 1,571 court actions in 1961-62, an increase of 95 over the previous year. Of the 1961-62 total, 1,434 were filed in Small Claims Court, 130 in the Municipal Court and 7 in the Superior Court.

The Legal Division during 1961-62 collected the sum of \$172,902. This contrasts with the previous average of \$78,911. The increase is due, in part, to the rather extensive use of attachments at the time of instituting action, and, in part, to a newly adopted policy of claiming a first lien for the City and County in damage actions filed by former patients of the San Francisco General Hospital.

Bureau of Licenses

A steady reclassification program was carried out by the Department of Public Health, adding to the "apartment house" accounts. Following is a breakdown of licenses by type, number and amount for 1961-62, compared to 1960-61:

	<u>1960-1961</u>		<u>1961-1962</u>	
	<u>Number</u>	<u>Amount</u>	<u>Number</u>	<u>Amount</u>
General Business	31,063	\$ 448,152.51	31,685	\$ 597,424.91
Vehicles	370	39,414.50	363	39,133.00
Bicycles	4,481	2,306.00	4,386	2,193.00
Inspection Fees	3,013	27,272.93	2,702	86,955.97
Contractors	2,426	24,564.50	2,402	24,272.00
Miscellaneous	3,414	7,390.35	3,422	7,516.80
Dog	30,160	90,480.00	29,756	89,268.00
Duplicate Dog Tags	342	171.00	277	138.50
Curb Painting	16	2,595.33	19	2,621.50
Meat	689	14,725.56	666	16,488.56
Total (Excluding Hotel Room Tax)	75,974	\$ 657,672.68	75,678	\$ 866,012.24
Hotel Room Tax			<u>1,014</u>	<u>854,029.27</u>
Grand Total, License Bureau			76,692	\$1,720,041.51

Hotel Room Tax Sub-Bureau

Although a separate budget item, the Hotel Room Tax as shown above, is collected by the Bureau of Licenses. Established by Ordinance July 1, 1961,



the hotel accounts set up by the License Bureau amounted to 1,014.

Quarterly collections were: July-September 1961, \$351,649.82; October-December 1961, \$259,390.72, and January-March 1962, \$242,988.73.

The April-July 1962 collections are not shown in this report, as they were not received until after the start of the new fiscal year. Had the fourth quarter been added to this report, the total Hotel Tax revenues would have grossed approximately \$1,150,000 for the 1961-62 fiscal year.

The Department of Weights and Measures enforces those parts of the California Business and Professions Code pertaining to weighing and measuring devices, the sale of commodities in containers, public weighmasters, petroleum, antifreeze, brake fluid, standard bread loaf and special provisions relating to farm products.

With the exception of a few products, every article or commodity sold or offered for sale by weight, measure or count, is subject to quantity inspection at the retail and wholesale level. It is a common belief that the weights and measures official's sole duty lies in the interest of the retail purchasing public, the group commonly known as the ultimate consumer. This is not the fact. The function of a weights and measures official is to safeguard the entire public, processor, manufacturer, middleman and retailer or any person who is engaged in business, trade or commerce.

It is the duty of the weights and measures official to see that whenever merchandise or service is bought or sold by weight or measure, an accurate weight and an honest measure is delivered, and that fraud, carelessness and ignorance in all "quantity" aspects of such transactions is eliminated. A housewife buys a pound of butter, a farmer sells his tomato crop, a manufacturer delivers tons of sheet metal - - in each case there is an implied faith that, as goods are exchanged for money, there is the same just balance for both buyer and seller.

New Weights and Measures Laws

Passage of new laws by the 1961 Legislature presented the Sealer with changes in our problems of insuring correct net weight to all purchasers of commodities. The first change requires that the department now use a statistical method of package inspection. The time required to complete each step of this procedure and the increased volume of packages rejected in other counties and returned to San Francisco for reprocessing has necessitated the concentration of a larger part of the department's activity in package inspection.

This is especially true in butter, coffee, salami and milk, and to a smaller degree in meat and nut packaging. San Francisco companies do a major part of packaging of these commodities in central and northern California and now require an estimated 35 per cent of the department's efforts to insure compliance.

Truck Tank Meter Tests

Another problem is presented by a passage of Assembly Bill 756 which concerns the requirement that each Sealer shall regularly test gasoline tank truck meters and heavy vehicle scales. The new law specifies that if the Sealer is unable to perform such tests, then the State shall come into the County, perform such tests, and charge the County for this service. As of June 30, 1962, it had not yet been determined how San Francisco would meet this situation.

There were 110 complaints received and adjusted in 1961-62 by departmental inspectors and 219 "orders to conform" issued. A total of 2,145,264 packages were inspected, of which 226,052 were found to be "light".

Weighing and Measuring Inspections

Following is a breakdown of 1961-62 inspections of weighing and measuring devices:

Type	<u>Scaled</u>	<u>Adjusted</u>	<u>Condemned</u>	<u>Confiscated</u>
Scales:				
Counter	2,405	338	37	6
Spring	3,183	491	36	6
Computing	6,121	976	39	6
Heavy Capacity. . .	2,921	592	84	10
Person Weighers . .	389	91	105	5
Prescription (Drug). .	74	13	2	1
Weights:				
Drug	2,770			16
Commercial	14,735	51		24
Measures:				
Retail Pumps	6,889	67	216	
Grease Meters. . . .	1,836	5	4	
Lube Oil Meters . .	76			
Yardage Meters . . .	398	7	1	
Liquid Measures. . .	4,105	2		
Lube Oil Bottles . .	<u>3,326</u>			
Totals	49,228	2,639	524	74

Comparison of Workload Factors

	<u>1959-60</u>	<u>1960-61</u>	<u>1961-62</u>
Certificates Issued	15,560	14,489	13,891
Scales Tested.	23,015	22,239	17,931
Weights Inspected	27,128	24,367	17,602
Gas Pumps Inspected	6,664	8,354	7,172
Other Measuring Devices tested. .	6,495	13,409	9,760
Containers Inspected.	1,095,450	1,132,747	2,145,264

AGRICULTURAL COMMISSIONER

The Agricultural Commissioner heads the County Department of Agriculture. In such capacity he must plan and direct staff members in the proper enforcement of all provisions of the State Codes and the City and County regulations which pertain to the office of the County Agricultural Commissioner. This includes inspection of fruits, vegetables, eggs, nuts, honey; also poultry and rabbit meats in wholesale and retail establishments; inspection of nurseries, seed firms and apiaries for diseases, insect pests and plant quarantine requirements; conducting of insect pest surveys and maintenance of various insect traps; and certification of agricultural products being exported to a foreign country to meet the requirements of freedom from pests and diseases.

The Agricultural Commissioner, under the California Disaster Plan, is designated as the County Food Administrator under the supervision of the California Director of Agriculture. One of his duties is to compile a food inventory of wholesale firms and private and public warehouses. This has been completed by this department. There are 160 such firms and warehouses in San Francisco. This information is forwarded to Sacramento where it is entered on data processing cards. When this is completed the information will be returned to each County for their files, to be available for use in time of a disaster.

The export certification work has decreased due to the unstable conditions in various parts of the world, and will probably continue to do so. The Interstate Plant Quarantine inspection was handled by this department, commencing July 1, 1961, without additional personnel, thereby causing a decrease in the amount of retail store inspections.

Revenue From 2 Sources:

Revenue received in 1961-62 consisted of \$3,300 from the State to augment the salary of the San Francisco Agricultural Commissioner, and \$2,305.46 from export certification fees.

In addition to the duties listed above, the Chief Administrative Officer has delegated to the Agricultural Commissioner the supervision of the Farmers' Market, including its functions and personnel.

Following is a comparison breakdown of inspection services provided:

	<u>1959-60</u>	<u>1960-61</u>	<u>1961-62</u>
Wholesale Market:			
Premises - - - - -	62	65	65
Inspected - - - - -	17,030	16,825	16,395
Rejection Tags - - - - -	1,870	1,107	1,388
Packages Rejected - - -	109,573	65,633) 29 Tons)	86,008
Retail Stores:			
Premises - - - - -	2,120	2,132	2,140
Inspected - - - - -	2,165	2,121	2,082
Rejection Tags - - - -	69	77	116
Packages Rejected - - -	842	325	2,228

	<u>1959-60</u>	<u>1960-61</u>	<u>1961-62</u>
Farmers' Market:			
Premises - - - - -	50	50	50
Inspected - - - - -	14,350	15,400	15,350
Rejection Tags - - -	32	20	53
Packages Rejected - - -	1,888	1,779	2,001
Seed:			
Premises - - - - -	160	161	161
Inspected - - - - -	96	107	92
Apiary			
Premises - - - - -	1	--	--
Inspected - - - - -	1	--	--
Plant Quarantine			
Premises - - - - -	210	215	225
Shipments Inspected - -	2,109	1,249	12,970
Plants Inspected - -	509,433	443,708	2,823,503
Nurseries:			
Premises - - - - -	160	172	175
Inspections - - - - -	170	187	203
Export:			
Certificates Issued - -	1,374	1,309	1,019
Packages Inspected -	255,136	231,118	138,920
Wholesale Eggs:			
Premises - - - - -	23	22	22
Inspected Premises - -	497	486	541
Dozens Inspected - -	560,402	649,178	763,615
Dozens Rejected - - -	111,420	129,681	155,992
Retail Eggs:			
Premises - - - - -	2,110	2,120	2,125
Inspected Premises - -	2,067	2,346	2,222
Dozens Inspected - -	390,987	395,826	562,609
Dozens Rejected - - -	28,090	29,247	27,458
Poultry Meats:			
Premises - - - - -	912	920	926
Premises Inspected - -	1,240	1,602	1,368
Packages Inspected - -	37,741	73,319	71,528
Packages Rejected - - -	709	12,782	2,427
Disposal Orders Issued			
On Wholesale Market:			
Disposal Orders - - -	2,981	2,314	2,092
Packages - - - - -	65,002	58,089)	67,495
		34 Ton)	

FARMERS' MARKET

The San Francisco Farmers' Market was opened in August, 1943, as an outlet for surplus and distressed crops, during the war time from neighboring counties. Its first location was at Market Street and Duboce Avenue and was operated by the farmers themselves. On August 1, 1944, the City and County assumed management. On August 4, 1947, the Farmers' market opened at its present location, 100 Alemany Boulevard, under a city ordinance which authorized the Chief Administrative Officer to establish a Farmers' Market and to be administered by him or by any department under his jurisdiction. It is now under the supervision of the Department of Agriculture.

The Farmers' Market Ordinance required that fees charged shall be sufficient to pay the operating and maintenance costs of said market, and, in addition thereto, repay to the City and County of San Francisco within a reasonable period, any capital expenditures appropriated for said market. As of June 30, 1962, \$246,112.94 has been repaid to the City. This is \$2,229.93 in excess of the cost of the land and capital improvements at the Farmers' Market which amounted to \$243,883.01.

A "mortgage burning" ceremony was held March 20, 1962 at the City Hall with Mayor George Christopher officiating.

To signal the importance of the event in San Francisco's economic life, the Agricultural Committee of the San Francisco Chamber of Commerce honored the Market at its regular luncheon meeting March 20. Mayor Christopher spoke on the importance of agriculture to San Francisco.

The increase in expenses for the year includes \$2,994.61 for fire and liability insurance. The decrease in revenue for the year is due to certain farmers who patronized the market in past years, having gone out of farming. They sold their farmland for subdividing. This has caused a decrease in the number of stalls rented and the tons of produce brought to the market.

It is contemplated that increased sales can be promoted through more news releases to newspapers, radio and T.V. stations, and other interested outlets.

The market will operate on a five-day week, Tuesday through Saturday, starting July 1, 1962.

16 Year Summary

Following is a summary of Farmers' Market revenue, operating expenses, capital costs, tonnage and stalls, from 1946 through June 30, 1962.

Fiscal Year	Revenues	Operating Expenses	Excess of Revenue	Stalls Rented	Tonnage
1946-1947	\$16,006.50	\$ 4,101.48	\$11,905.02 *
1947-1948	19,748.00	14,727.81	5,020.19	15,428	6,085
1948-1949	26,287.50	15,285.47	11,002.03	17,267	10,668
1949-1950	32,190.50	12,458.77	19,731.73	20,895	11,695
1950-1951	20,601.50	21,231.69	(630.19)	13,556	7,337 **
1951-1952	29,363.50	21,651.73	7,711.77	14,431	8,156
1952-1953	33,403.25	18,374.48	15,028.77	18,726	8,813
1953-1954	37,423.50	18,670.37	18,753.13	20,662	9,497
1954-1955	37,916.25	18,661.35	19,254.90	21,495	9,481
1955-1956	35,142.00	17,675.67	17,466.33	20,755	7,927
1956-1957	34,812.06	18,454.77	16,357.29	20,584	8,019
1957-1958	34,844.00	19,148.69	15,695.31	20,659	7,694
1958-1959	40,934.00	22,475.18	18,458.82	22,712	6,885
1959-1960	46,850.75	19,583.62	27,267.13	22,128	6,806
1960-1961	47,159.50	20,708.90	26,450.60	22,461	6,651
1961-1962	41,769.75	25,129.64	16,640.11	21,012	5,675
	<u>\$534,452.56</u>	<u>\$288,339.62</u>	<u>\$246,112.94</u>	<u>292,771</u>	<u>121,389</u>

* No records kept

** Market closed February to July

The breakdown below summarizes the Farmers' Market capital expenditure program, as of June 30, 1962. The City and County has been reimbursed for capital expenditures through the excess revenue each year. The summary:

Capital Expenditures

Land	- - - - -	\$53,032.15	
Improvements	- - - - -	190,850.86	
Total	- - - - -		\$243,883.01

Revenue and Operating Expenses

Revenues	- - - - -	534,452.56	
less			
Operating Expenses		288,339.62	\$246,112.94
Excess of Net Revenue over Capital Expenditures			\$ 2,229.93

1962 - 1963

ANNUAL REPORT

of the

DIRECTOR OF

FINANCE AND RECORDS

City and County

of

SAN FRANCISCO, CALIFORNIA

Including

1962-1963 Annual Reports

of

RECORDS PRESERVATION OFFICER

RECORDS CENTER

COUNTY CLERK

RECORDER

REGISTRAR OF VOTERS

PUBLIC GUARDIAN

PUBLIC ADMINISTRATOR

TAX COLLECTOR

SEALER OF WEIGHTS & MEASURES

AGRICULTURAL COMMISSIONER

FARMERS' MARKET

City and County of San Francisco

DIRECTOR
OF
FINANCE AND RECORDS

September 5, 1963

Subject: 1962-1963
Annual Report

Honorable Sherman P. Duckel
Chief Administrative Officer
City and County of San Francisco
289 City Hall
San Francisco, California 94102

Dear Mr. Duckel:

Herewith is submitted the Annual Report for the fiscal year ended June 30, 1963, covering the departments under the jurisdiction of the Director of Finance and Records.

Subject to your approval, it was our duty to administer the services and activities of the Departments of Finance and Records, Weights and Measures, and Agriculture, which include the offices of County Clerk, Recorder, Registrar of Voters, Public Administrator, Public Guardian, Tax Collector, Records Center, Records Preservation Officer, Sealer of Weights and Measures, Agricultural Commissioner and the Farmers' Market.

This report summarizes the 1962-1963 operations of the above listed agencies and, also, provides the data requested by the Mayor in his letter of July 26, 1963.

Important strides were made during the year toward use of electronic data processing procedures of property tax billing, collecting and accounting. Partial conversion to EDP operation will be made in 1963-1964. Possible EDP application to use of voter registration certificates also was studied, and the plan for conversion from manual to mechanical methods in producing the Recorder's index awaited only approval by the Board of Supervisors. This changeover will result in a truly alphabetized index, printed instead of in handwriting.

A solution appears to be near in efforts to establish a low-cost, permanent storage place for old records: one that is fireproof, earthquake-proof, bomb-proof etc. Funds were approved in 1963-1964 to complete the plans for fixing up the old underground, concrete-lined tunnel at Fort Funston. Present quarters at 150 Otis Street are inadequate, overcrowded, and the space is needed for office use.

Our initial report as Records Preservation Officer was submitted in 1962-1963. This responsibility includes recommending policies and procedures for the selection and preservation of "essential" City and County records. Under this program it will be possible to maintain a consolidated inventory of important records that should be protected against destruction by man-made or natural disaster.

Other fiscal year highlights included reaching the 1,258th book of photo-stated Recorder's documents in the "backlog" project, completing two decades of operation of the Farmers' Market, scheduling for 1963-1964 the moving of the marriage license bureau to the first floor, and the expansion of plant quarantine inspections in the Department of Agriculture.

Biggest "Success Story" of the fiscal year undoubtedly was the \$734,191 in direct and indirect benefits brought into the City and County through the Public Guardian program, the offsetting expense factor being only \$20,400.

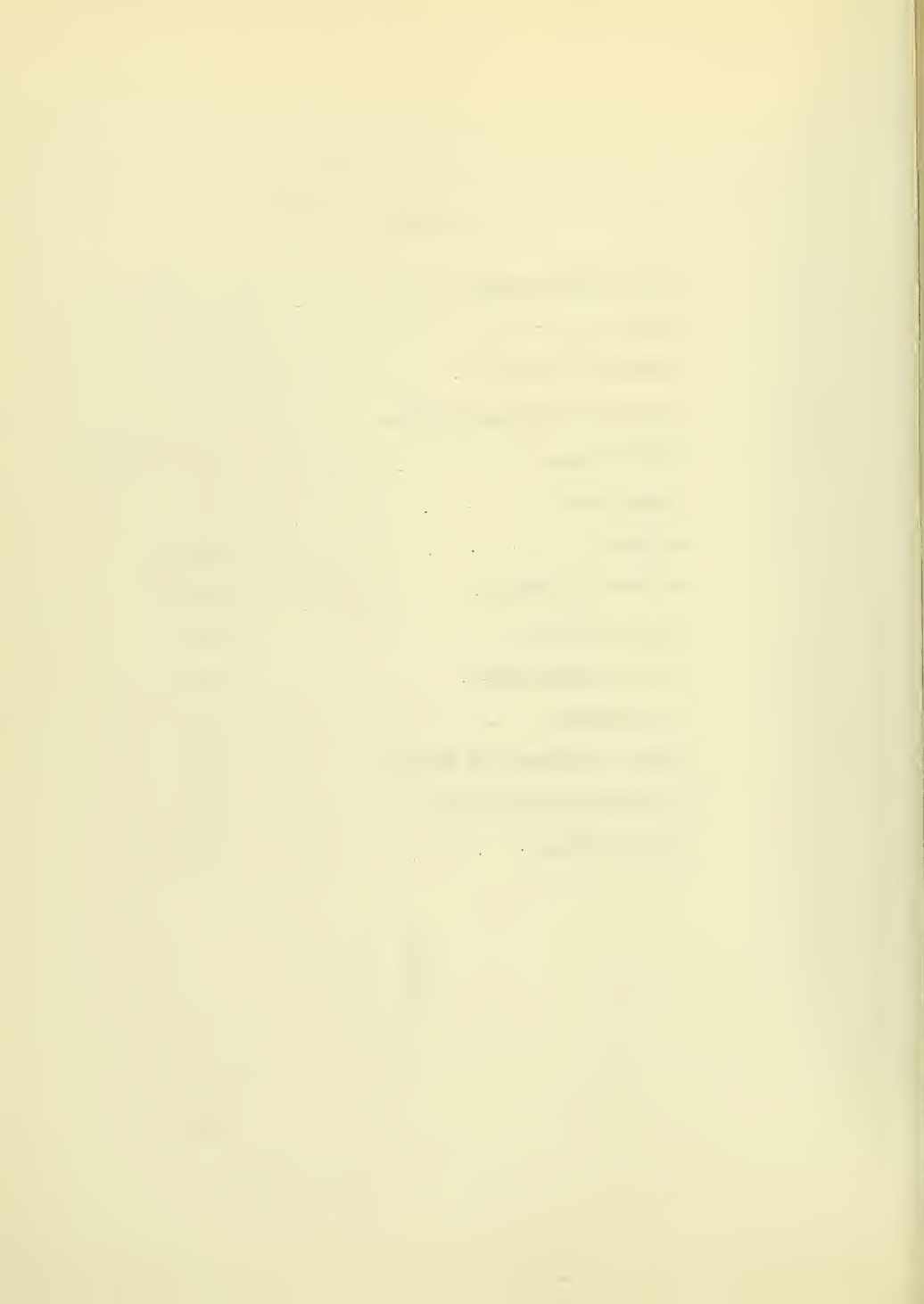
Very truly yours,

Virgil L. Elliott

VIRGIL L. ELLIOTT
Director

I N D E X

Letter of Transmittal	1
Index	3
Organization Chart	4
Records Preservation Officer	5
Records Center	14
County Clerk	16
Recorder	22
Registrar of Voters	25
Public Guardian	28
Public Administrator	30
Tax Collector	33
Sealer of Weights and Measures	38
Agricultural Commissioner	41
Farmers' Market	44



ORGANIZATION CHART -- DIRECTOR OF FINANCE AND RECORDS

City and County of San Francisco, California

MAYOR AND BOARD OF SUPERVISORS

LEGAL
City & Dist Attys

FISCAL
Controller, Tres.

PERSONNEL
Civil Service

EMPLOYEE WELFARE
Ret. Sys., H.S.S.

PROPERTY
Real Estate Dept.

SUPPLY
Purchasing Dept.

CHIEF
ADMINISTRATIVE OFFICER
Sherman P. Duckel

MAIN., REPAIR
Pub. Works Dept.

RELATIONSHIPS KEY

... Service

— Line

DIRECTOR
of
FINANCE AND RECORDS
Virgil L. Elliott

REGISTRAR
OF VOTERS
Chas. A. Rogers
REGISTER SAN FRANCISCO
VOTERS; CONDUCT ELEC-
TIONS, INCLUDING EM-
PLOYEE ELECTIONS;
MAINTAIN VOTING MA-
CHINES.
24 employees

COUNTY CLERK,
RECORDER
Martin Mongan
KEEP RECORDS OF THE
SUPERIOR COURT;
ISSUE MARRIAGE LI-
CENSES; PROVIDE
COURTROOM CLERKS;
RECORD AND INDEX
DOCUMENTS.
84 employees

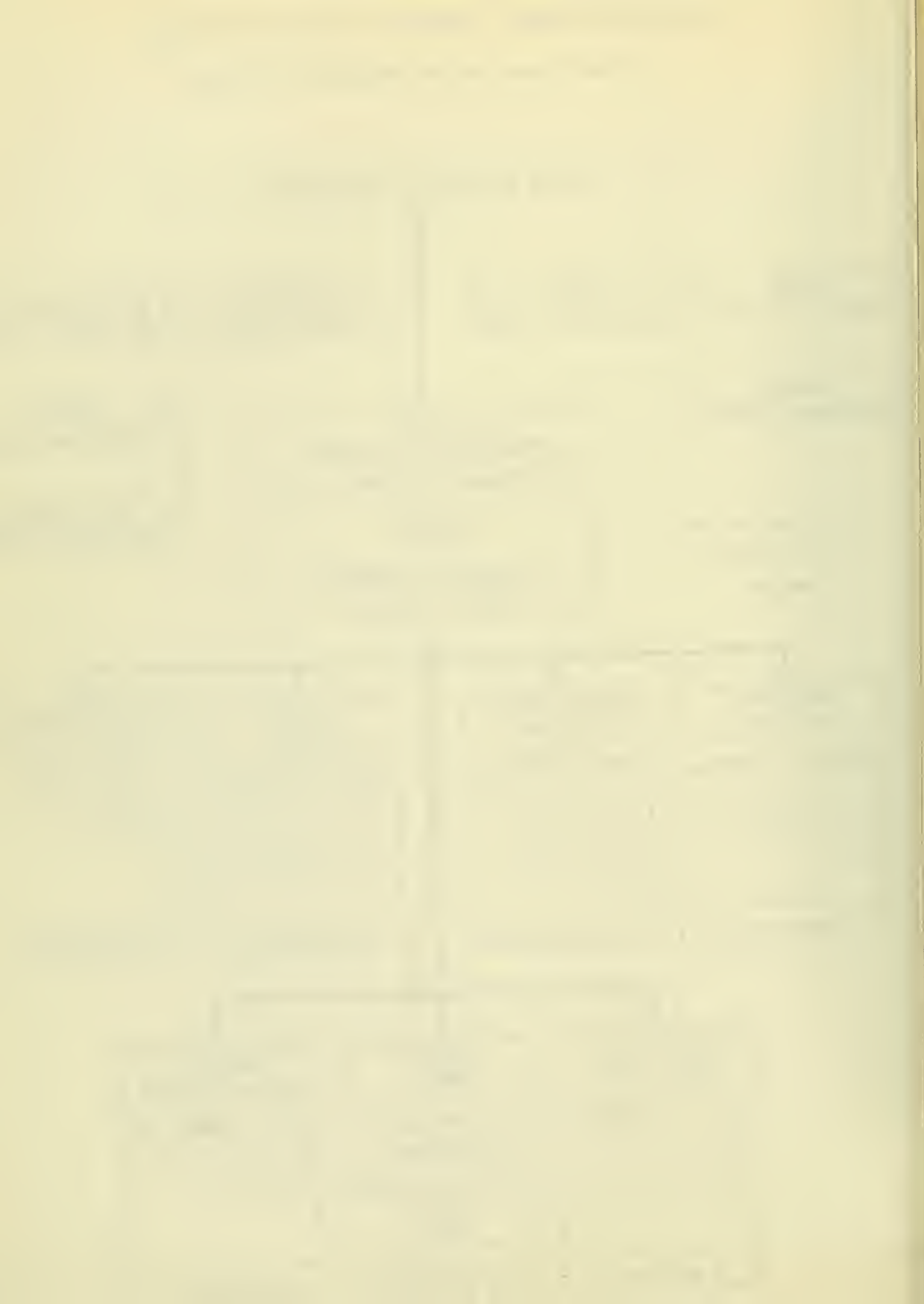
TAX
COLLECTOR
Basil Healey
COLLECT AD VALORUM
AND UNSECURED TAXES,
PARKING METER RE-
CEIPTS; ISSUE BUSI-
NESS LICENSES; RE-
CEIVE PURCHASE AND
USE TAX RECEIPTS.
65 employees

PUBLIC ADMIN.,
PUBLIC GUARDIAN
Con S. Shea
ADMINISTER ESTATES;
SERVES AS PUBLIC
GUARDIAN.
19 employees

AGRICULTURAL
COMMISSIONER
R. L. Bozzini
INSPECTS FRUITS, VEG-
ETABLES, NUTS, POUL-
TRY, EGGS, HONEY,
NURSERY, PEST CONTROL
& SEED; INSPECT FOR
PLANT QUARANTINE AND
EXPORT CERTIFICATES.
9 employees

RECORDS
CENTER
L.J. LeGuennec
3 employees
FARMERS'
MARKET
F.J.O'Connell
3 employees

SEALER OF
WTS. & MEASURES
O.C. Skinner, Jr.
TEST WEIGHING AND
MEASURING DEVICES;
INSPECT PACKAGED
COMMODITIES.
9 employees



RECORDS PRESERVATION OFFICER

The City and County's Records Preservation program went into operation in 1962-1963 under provisions of Board of Supervisors' legislation that seeks to prevent another wholesale loss of important documents such as occurred in the 1906 earthquake and fire.

Ordinance No. 126-62 declares that "the public interest demands that various City and County records which would be essential to the continuity of government and the protection of rights and interest of individuals in event of a major disaster be preserved against possible destruction by fire, earthquake, flood, enemy attack or other cause".

Incorporated into the Administrative Code as Sections 8.9 through 8.11, this ordinance names the Chief Administrative Officer, or the head of any department under his jurisdiction as designated by him, to serve as Records Preservation Officer. The Chief Administrative Officer delegated this duty to the Director of Finance and Records.

Under provisions of the ordinance, the Records Preservation Officer "shall recommend to the Mayor and the Board of Supervisors a program for the selection and preservation of essential City and County records, shall advise and assist in its establishment and maintenance, and shall recommend the place and manner of safekeeping of essential records and preservation of duplicates".

Annual Report Is Required

In addition, On December 3, 1962, he submitted as required to the Mayor and the Board of Supervisors a written report containing the recommendations as to which City and County records should be designated as essential and preserved against a major disaster. Each year thereafter, on the first Monday of December, he is required to file a follow-up report "on the status and progress of the records preservation program, together with his recommendations for making such revisions as deemed necessary to keep the inventory of essential records current, accurate and complete".

It will be recalled that this legislation grew out of a proposal by Supervisor Peter Tamaras, who had warned that in event of another disaster such as the 1906 earthquake-fire, we could lose most of our financial, taxation, property, court and personnel records.

In event of destruction of the City Hall and of the Records Center, San Francisco's citizens would lose most of their property records, all their tax assessment and tax payment records, most of the records of the Superior and Municipal courts, all of the employee payroll and personnel records, all the official journals and original ordinance and resolutions of the Board of Supervisors -- and this is but a partial list!



Some Progress Has Been Made

This is not to suggest that 1906 could happen again. Although few and far between, there have been some steps taken to preserve vital records. First came the State requirement that the original copies of all birth, marriage and death certificates be sent to Sacramento for safekeeping and reference. Secondly, during World War II, when bombing of our city by the enemy was a possibility, most departments had their then current important records placed on microfilm which was stored in the Twin Peaks underground vault. A few departments at that time microfilmed important records dating back to 1906.

More recently, microfilming was begun of documents filed with the Recorder (in 1959) and of selected County Clerk's documents, including wills, judgments and decrees (in 1960). A three-year project to microfilm the Recorder's documents back to 1906 is under way. The Bureau of Sewer Repair has microfilmed many important records up through the mid-fifties. Security copies of these filmed documents are stored in the Twin Peaks Vault.

Other Methods Besides Microfilming

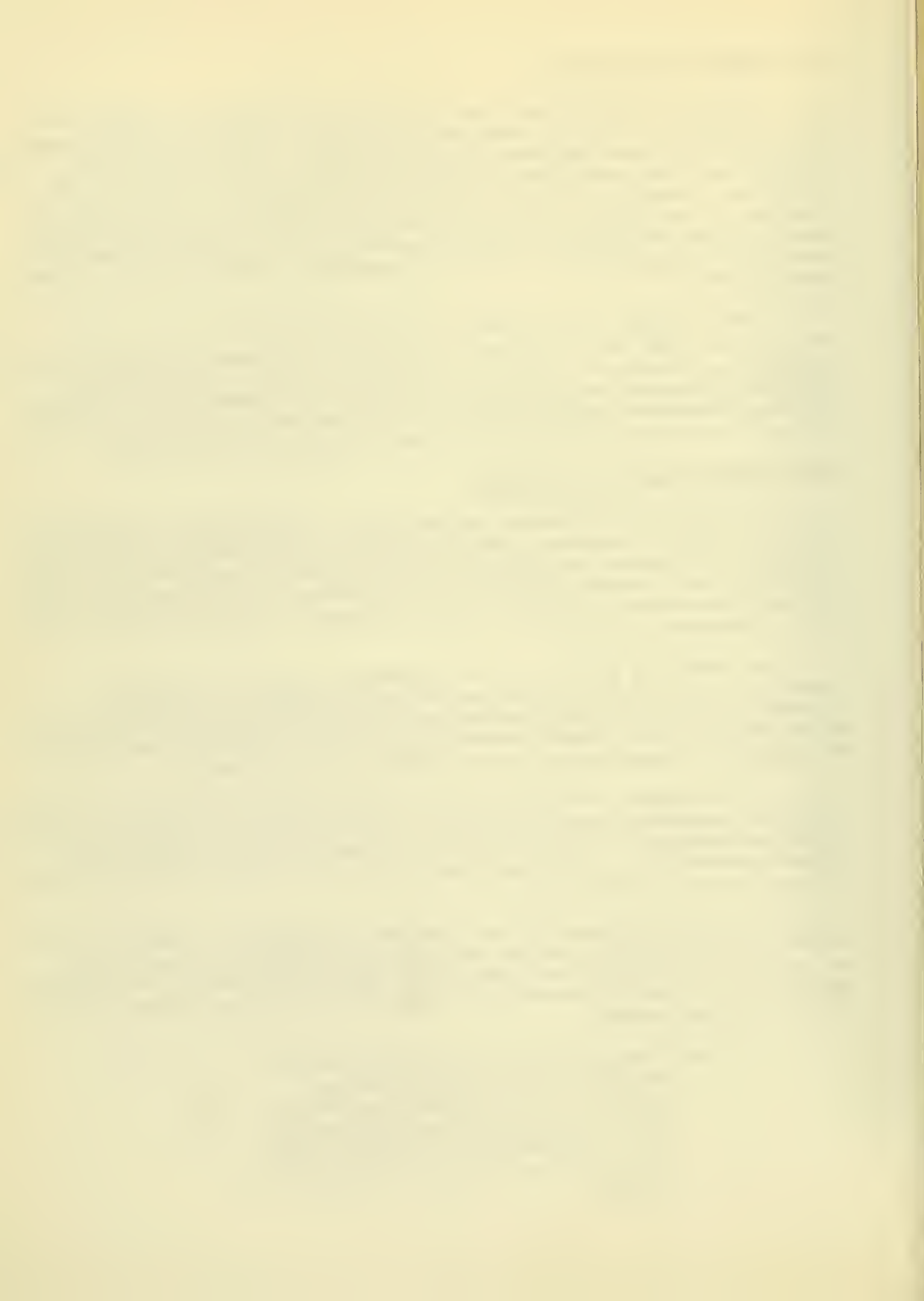
It should not be inferred by references to microfilming that this is the only method of preserving essential records. Far from it. Any approved photographic or copying methods may be used to produce "preservation" copies. Or, the original document itself may be safeguarded as the preservation copy. But the preservation copy should either be stored in a disaster-proof vault or at a "dispersal" location.

An example of good use of the "dispersal" method for preserving essential records is found in the Hetch Hetchy Department, which has 40 cubic feet of copies of important engineering and project records stored at the Moccasin Power Plant. The chances are quite remote for simultaneous destruction of these records at both Moccasin and San Francisco.

At our request, the heads of most City and County departments, offices, boards and commissions prepared lists of records which they considered to fall within the category of "essential" and therefore which should be preserved against possible loss. The consolidated list, after review and re-evaluation, follows the text of this report.

It is our recommendation that the Board of Supervisors should request heads of all departments, offices, boards and commissions to study further the matter of preserving their essential records and to develop and implement programs, long-range if necessary, to adequately protect such records by one of the following methods:

- A -- A duplicate copy would be made of the original document; with either the duplicate or the original remaining in use at its customary location, and the other being stored in a disaster-proof, underground vault, or at a "dispersal" location.



B -- Upon determining that it is important to provide for a preservation duplicate, and further that the original record is not frequently used, the original would be stored in the disaster-proof, underground vault or at a "dispersal" location, as the "preservation" copy.

We might point out that the duties of the Records Preservation Officer, under the terms of Ordinance 126-62, are chiefly advisory. All major decisions on records preservation, including the costs and the scope of the program, are reserved for the Mayor and the Board of Supervisors.

Looking ahead, it will be our duty to submit a revised inventory of essential records on December 2, 1963. We expect the next inventory will more accurately reflect what records are truly "essential". Many listed in the 1962 report may be removed after more careful study; a few additional ones be added. One big problem is deciding which department should preserve the record; for example, an employee's payroll record. We don't want to go to the unnecessary expense of protecting too many records. Neither do we want to protect too few, or the wrong kind.

In addition to revising the inventory of essential records during the coming year, we need to make a study of the legal impediments to movement or duplication of essential records. This is essentially a research job. Another need is to compile procedures for making preservation copies, microfilming costs, etc., for the guidance of department heads.

Departments Should Develop Own Programs

It is our suggestion that the department heads should take the initiative in developing a continuing records preservation program for their own departments. They can call upon the Records Preservation Officer for advice and assistance. Funds needed to implement their program and to maintain it should be requested through normal budgetary channels.

It is our opinion that we should move slowly, but carefully and decisively, in our City and County preservation of essential records program. Probably the most significant step already has been taken: getting the program started. Having lost all their vital records as recently as 57 years ago, San Franciscans probably would react less than tolerantly in event of a repeat performance. I think that our citizens expect of us that we take steps to safeguard all -- not just part -- of our essential documents.

May we re-emphasize and urge support for completing plans to develop the permanent Records Center facility at Fort Funston, which will meet our requirements for storage of essential records, both in paper and microfilm form. The outlay would be less than one-fifth of what it would cost to build a comparable underground vault from scratch.

Our 1962-1963 "Inventory of Essential Records" follows on the next page:



INVENTORY OF ESSENTIAL RECORDS

City and County
San Francisco, California

as of December 3, 1962

<u>Dept., Office, Board or Com- mission</u>	<u>General Description of Records</u>	<u>*Volume (Cu. Ft.)</u>			<u>Present Location</u>	<u>**Suggested Preservation Method</u>
		<u>TDE</u>	<u>SPC</u>	<u>NPC</u>		
ADULT PROBATION	Probationers Index	9	-	9	H of J	A & B
	Trust funds, open cases	1	-	1	H of J	A
	Board minutes	1	-	1	H of J	A
AIRPORT	Plant ledgers	1	-	1	SFIA	A
	Notice to airmen	1	-	1	SFIA	A
ART COMM.	Bound minutes, 28 vols.	2	-	2	100 Larkin	A
ASSESSOR	Real property	103	1	102	101 CH/Twn.Pks.	A
	Personal property	197	-	197	101 CH	A
	Boats	20	1	19	101 CH/Twn.Pks.	A
	Veteran	12	-	12	101 CH	A
BOARD OF EDUCATION	Legal - claims to state, contracts, etc.	105	1	104	135 VN/Twn.Pks.	A
	Board minutes	3	1	2	135 VN/Twn.Pks.	A
	Students	3	2	1	135 VN/Twn.Pks.	A
	Teachers	2	1	1	135 VN/Twn.Pks.	A
BOARD OF SUPERVISORS	Ordinances	20	-	20	234 CH	A
	Resolutions	9	-	9	234 CH	A
	Indexes	2	-	2	234 CH	A
	Board minutes and municipal reports	23	-	23	234 CH	A & B

* TDE - Total Designated as "Essential"; SPC - Safeguarded by Preservation Copy;
NPC - No Preservation Copy.

** A - A duplicate copy would be made of the original document; with either the duplicate or the original remaining in use at its customary location, and the other being stored in a disaster-proof underground vault, or at a "dispersal" location.

B - Upon determining that it is important to provide for a preservation duplicate, and further that the original record is not frequently used, the original would be stored in the disaster-proof underground vault or at a "dispersal" location, as the "preservation" copy.

Dept.
Board
Missi
CHIEF
OFFICE
CITY

211

2000

55

21

1988

4

三

7

Dept., Office, Board or Com- mission	General Description of Records	*Volume (Cu. Ft.)			Present Location	**Suggested Preservation Method
		TDE	SPC	NPC		
CHIEF ADMIN. OFFICER	Pub. and Adv. con- tracts	1	-	1	289 CH	A
CITY ATTORNEY	Recent litigated cases	570	-	570	206 CH	A & B
	Active administrative files	26	-	26	206 CH	A
	Registers of actions	8	-	8	206 CH	A
CITY PLANNING	Commission minutes	3	1	2	100 Larkin/ Twin Peaks	A
	Land use maps	1	1	-	Twin Peaks	-
	Sanborn Maps	1	1	-	Twin Peaks	-
	Zoning	113	-	113	100 Larkin/ 150 Otis	A & B
	Planning	38	-	38	100 Larkin	A & B
	Administrative	20	-	20	100 Larkin	A
	Historical	17	-	17	100 Larkin	B
CIVIL SERVICE	Examinations	806	-	806	154 CH	A
	Certification	100	-	100	151 CH	A
	In-service Training	2	-	2	151 CH	B
	Payroll	81	1	81	151 CH	A & B
	Minutes, legal	100	-	100	151 CH/150 Otis	A
	Standardization	92	-	92	5 CH	
CONTROLLER	Not yet evaluated.					
deYOUNG MEMORIAL MUSEUM	Legal records, minutes	16	1	15	Museum/150 Otis	A
DISASTER CORPS	Matching funds documents	6	-	6	H of J	A
DISTRICT ATTORNEY	Active aid to needy children cases	105	-	105	H of J	A
	Family relations index	20	-	20	H of J	A
	Active prosecution cases	25	-	25	H of J	A
ELECTRICITY	Maps of underground police and fire cables	2	-	2	276 G.G. Ave.	A
FINANCE AND RECORDS	Director's records	1	-	1	170 CH	A
	Recorder's documents	3376	5	3371	167 CH	A
	Recorder's documents indexes	65	1	64	167 CH	A
	Recorder's Liz Pendens	38	-	38	167 CH	A
	Marriage certificates and indexes	500	400	100	167 CH	-
	Secured tax rolls	650	-	650	107 CH/150 Otis	A & B

Dept., Office, Board or Com- mission	General Description of Records	*Volume (Cu. Ft.)			Present Location	**Suggested Preservation Method
		TDE	SPC	NPC		
FINANCE AND RECORDS (Contd.)	Business licenses	10	1	9	107 CH/Twn.Pks.	A
	Public Administrator active estates	176	-	176	375 CH	A
	Superior Court regis- ters of actions and indexes	616	-	616	317 CH/Youth Guidance Cent./ H of J	A
	Superior Court cases, last 10 years	1800	-	1800	317 CH/Base- ment CH	A
	Statements of votes, municipal elections	135	-	135	158 CH	B
FIRE DEPT.	Commission minutes	34	-	34	2 CH	A
HEALTH SERVICE SYSTEM	Membership records	20	-	20	450 McAlstr.	A
	Medical claims cover pages	25	-	25	450 McAlstr.	A
	IBM membership cards	20	-	20	450 McAlstr.	A
HETCH HETCHY	Water resources	11	-	11	425 Mason/ 150 Otis	A & B
	Financial	3	-	3	425 Mason	A & B
	Contracts	1	-	1	425 Mason	A
	Deeds, etc.	19	-	19	425 Mason	A
	Raker Act	3	-	3	425 Mason	A
	Lands and Rights-of- Way	8	-	8	425 Mason	A
	Engineering drawings	1	-	1	425 Mason/ Twin Peaks	A & B
	Engineering, project records	40	40	-	Moccasin Power	-
HOUSING APPEALS	Minutes	1	-	1	254 CH	A
HOUSING AUTH.	Board minutes	16	-	16	440 Turk	A
	Lease documents	40	-	40	440 Turk	A
JUVENILE PRO- BATION	Trust funds, accounts receivable	4	-	4	Y.Guid.Cent.	A
	Board minutes	1	-	1	Y.Guid.Cent.	A
LEGION OF HONOR	Trustee minutes	1	1	-	Undergrnd Vault	-

Dept., Office, Board or Com- mission	General Description of Records	*Volume (Cu. Ft.)			Present Location	**Suggested Preservation Method
		TDE	SPC	NPC		
MUNICIPAL COURT	Court cases, last 10 years	1010	-	1010	H of J/CH/150 Otis	A
	Registers of actions, indexes and minute books	752	-	752	CH/H of J/150 Otis	A
	Active traffic fines	386	-	386	H of J/150 Otis	A & B
	Record of Exhibits	1	-	1	H of J	A
MUNICIPAL RAILWAY	Plant ledgers	4	-	4	949 Presidio	A
	Contracts, leases	2	-	2	949 Presidio	A
	Farebox change records	4	-	4	949 Presidio	A
	Computer programs	18	-	18	949 Presidio	A
	Claimant's index cards	4	-	4	949 Presidio	A
	Master cross index cards	3	-	3	949 Presidio	A
PARKING AUTHORITY	Authority minutes	4	-	4	450 McAlstr.	A
	Legal documents	4	-	4	450 McAlstr.	A
PERMIT APPEALS	Minutes, board meetings	2	-	2	227 CH	A
POLICE DEPT.	Commission minutes	35	-	35	H of J	A
PUBLIC HEALTH	Birth certificates	600	500	100	101 Grove	-
	Death certificates	515	430	85	101 Grove	-
	Mental health	1	-	1	101 Grove	A
	Active hospital medical cases	1435	-	1435	SFGH	A & B
PUBLIC LIBRARY	Commission minutes	6	-	6	Main Lib.	A
PUBLIC WORKS	DPW minutes	96	-	96	255 CH	A
	Orders	75	-	75	255 CH	A
	Contracts	350	-	350	255 CH	A & B
	Non-duplicated accounting records	636	-	636	255 CH/2323 Army	A
	Architecture	1420	-	1420	265 CH/45 Hyde	A & B
	Engineering	605	5	600	355 CH/McLaren Lodge	A & B
	Industrial waste disposal	2	-	2	1700 Jerrold	A
	Building inspection	143	-	143	450 McAlstr.	A
	Building permits	3075	-	3075	450 McAlstr.	A
	House numbers	37	-	37	450 McAlstr.	A



Dept., Office, Board or Com- mission	General Description of Records	*Volume (Cu. Ft.)			Present Location	**Suggested Preservation Method
		TDE	SPC	NPC		
PUC GENERAL OFFICE	Commission minutes	12	-	12	287 CH	A
	Index to minutes	3	-	3	287 CH	A
PURCHASER	Purchase order register	2	-	2	278 CH	A
	Contracts	1	-	1	270 CH	A
	Equipment inventory	6	-	6	15th & Harr.	A
	Auto control	2	-	2	15th & Harr.	A
	Service agreements	1	-	1	270 CH	A
REAL ESTATE	Property	19	-	19	450 McAlstr.	A
	Unrecorded active leases, agreements	2	-	2	450 McAlstr.	A
RECREATION- PARK	Commission minutes	10	-	10	McL. Lodge	A
	Legal documents	4	-	4	McL. Lodge	A
REDEVELOPMENT	Minutes	1	-	1	Hibernia Bank	A
	Legal documents	2	-	2	Hibernia Bank	A
RETIREMENT SYSTEM	Membership	80	-	80	450 McAlstr.	A
	Active tab cards	60	-	60	450 McAlstr.	A
	Compensation	110	-	110	450 McAlstr.	A
	Miscellaneous	20	-	20	450 McAlstr.	A
SHERIFF	Jail inmates	3	-	3	331 CH	A
TREASURER	Bonds pledged as collat- eral \$213,000,000, Retire- ment System bonds \$289,- 000,000, Treasurer's correspondence	16	-	16	116 CH	A & B
	Teller's reports	8	-	8	110 CH	A & B
	Inheritance tax records	8	-	8	110 CH	A & B
	Accounting records, re- ports, etc.	8	-	8	110 CH	A & B
WAR MEMORIAL	Trustee minutes	7	-	7	Vets Bldg.	A
WATER DEPT.	Service records -- map books, connections	40	-	40	425 Mason	A
	Service - tap books by streets, also numerical	8	-	8	425 Mason	A
	Engineering records	10	-	10	425 Mason	A & B
	Contracts	10	-	10	425 Mason	B
	Project specifications	20	-	20	425 Mason	B
	Property valuation books	1	-	1	425 Mason	B
	Deed records	100	-	100	425 Mason	B
	Water rights, etc.	15	-	15	425 Mason	A
	Plant ledgers	10	-	10	425 Mason	A

<u>Dept., Office, Board or Com- mission</u>	<u>General Description of Records</u>	<u>*Volume (Cu. Ft.)</u>			<u>Present</u>	<u>**Suggested Preservation Method</u>
		<u>TDE</u>	<u>SPC</u>	<u>NPC</u>	<u>Location</u>	
WELFARE	Commission minutes	6	-	6	585 Bush	A
	Current recipient card records	45	-	45	585 Bush	A
	Active case records	1500	-	1500	585 Bush	A
T O T A L S		23657	1395	22262		

RECORDS CENTER

The Records Center was established 12 years ago by ordinance of the Board of Supervisors. This ordinance, now comprising Chapter 8 of the San Francisco Administrative Code, authorizes the Chief Administrative Officer to establish, maintain and operate within a department under his jurisdiction a Records Center for "the orderly storage, care, management and safeguarding of storage records of the departments and offices of the City and County and of the San Francisco Unified School District". The Chief Administrative Officer has delegated to the Director of Finance and Records the authority to administer the operations and personnel of the Records Center. A Head Clerk and two General Clerks comprise the Center's staff.

Under provisions of the Administrative Code, services of the Records Center are provided without charge, including storage boxes, transportation of boxes and reference services. Paper records are stored in the 3rd, 4th and 5th floors at 150 Otis Street, where the capacity is 23,000 cubic feet (storage boxes), and at the old Municipal Railway street car barn, Geary Boulevard and Masonic Avenue, where not more than 6,000 cubic feet can be stored. Microfilm records are stored in the underground vault beneath the Municipal Railway's Forest Hill Station. Microfilm images are on 100-foot, 16 mm reels and placed in cartons 2" x 4" x 1" in size. These cartons are stored in fireproof metal safes which have combination locks.

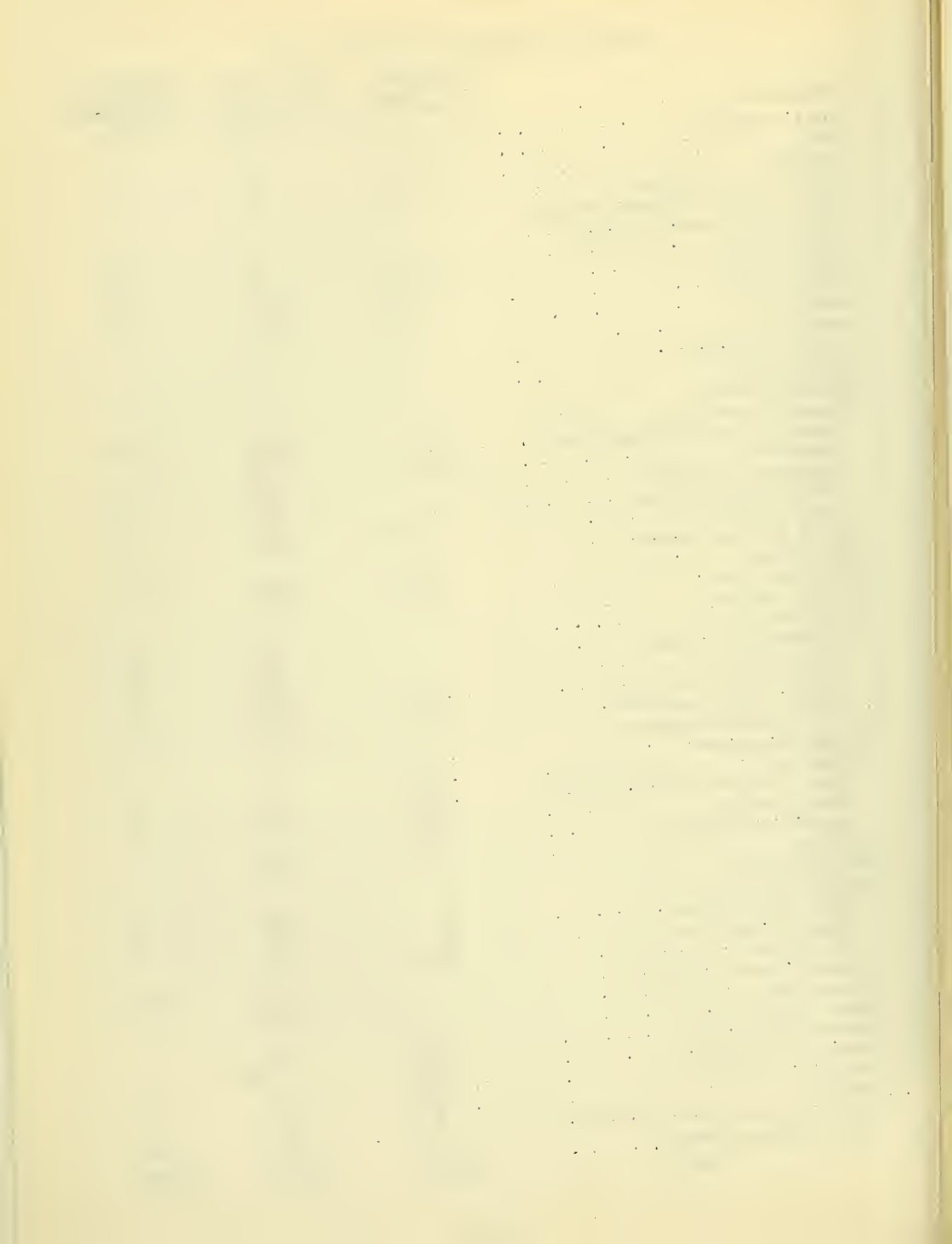
Fort Funston Tunnel Facility

Funds were approved in the 1963-1964 budget to complete plans for converting the old underground Battery Davis at Fort Funston for a permanent disaster-proof records center. The City Architect has studied the feasibility of this facility and reported "it would be hard to find a more secure structure" and stated that the cost to reproduce such a structure "would exceed \$1,000,000". The walls and ceilings are of 4-foot thick reinforced concrete. As an underground vault, it has storage capacity for 40,000 cubic feet of records, either in the form of paper or film, plus working area and reference room space.

Records stored at 150 Otis Street and the Geary car barn can be moved to the new permanent underground vault, freeing the three floors at 150 Otis Street for office use sought by the Public Welfare Department. The feasibility study noted that not only is the Fort Funston facility "very well protected from the elements and possible disasters", but also would afford a more efficient Records Center operation because the "one-level layout would allow the staff to maintain an orderly 'weeding out' process which is difficult in the present three levels and two locations" and "it will also allow for an accelerated microfilming operation". This facility is "made to order" for the preservation of essential records, as well as "lower priority" storage of old records.

RECORDS IN STORAGE AS OF JUNE 30, 1963

<u>Department</u>	<u>Microfilm (100' reels)</u>	<u>Paper Records (Cubic Feet)</u>	<u>1962-1963 References</u>
Adult Probation		268	118
Art		9	
Assessor	38.5	32	1
Board of Supervisors		221	7
Calif. Palace of Legion of Honor3		
Chief Administrative Officer		3	
City Attorney		572	88
City Planning	16.5	70	53
Civil Service	7.8	562	196
Controller	17.6	5,087	11
DeYoung Museum8		
District Attorney		26	
Electricity	3.3		
Fair Employment		4	
Finance & Records:			
County Clerk (Superior Court)	55.5	9,521	9,048
Recorder	1,223.0	195	
Registrar of Voters		27	
Public Administrator		321	22
Tax Collector	7.8	357	39
Health Service System		392	25
Law Library	6.0		
Municipal Court	55.0	3,856	1,639
Public Defender		107	
Public Health:			
Children's Services		91	435
City Clinic		311	756
Laguna Honda Home		186	15
Other health services	15.0	337	342
S. F. General Hospital		2,114	92
Public Utilities:			
Airport	1.5		
Bur. of Light, Heat and Power	2.5	81	6
Hetch Hetchy	15.0	343	45
Municipal Railway	3.5		
Water	74.0	171	
Public Welfare		29	
Public Works:			
Army Street Office		211	
Engineering Office		146	35
Main Office	55.8	41	
Sewer Repair Division		3	
Purchasing		829	212
Real Estate		105	3
Recreation and Park	6.5		
Retirement System	16.5	83	2
Schools	416.5		
Sheriff	3.8	896	13
Superior Court (Sec'y. Records)	2.3		
Youth Guidance Center		112	13
TOTALS	2,045.0	27,719	13,216



COUNTY CLERK

The County Clerk's Office serves as the ministerial arm and office of record of the Superior Court of the City and County of San Francisco. In addition, certain statutory indices are maintained, the principal ones being the Corporation index, the Partnerships and Fictitious Names index, and the index of Notaries Public. Marriage licenses are issued by this office. Branch offices are maintained at the Hall of Justice, the Youth Guidance Center and at San Francisco General Hospital.

Next year the Marriage License Bureau will be moved from the third floor to the first floor of the City Hall. It will occupy the area in the front section of the Recorder's Office. This will make it more accessible to the public.

The third floor main office of the County Clerk will be revamped to accommodate the press room and the probate commissioner's office. The present floor space will be more efficiently utilized under the proposed arrangement.

The Superior Court has revised its method of handling the probate calendar, which will conform to prevailing practice in other metropolitan counties. Two commissioners will hear the routine cases formerly assigned to a Superior Judge. This will necessitate assigning an additional court clerk to the commissioners in this division.

<u>3 Year Summary Comparison</u>	<u>1960-61</u>	<u>1961-62</u>	<u>1962-63</u>
Superior Court Proceedings:			
Civil actions and petitions	10958	10659	10483
Probate petitions	3761	3761	3950
Criminal actions	1978	2098	1951
Juv.petns. no. of children	2333	2308	2452
Psychiatric petitions	3361	3721	3342
Appeals	110	130	109
Marriage licenses issued	6670	6704	6921

Detailed operations of the various divisions of the County Clerk's Office are shown below:

Cashier's Division

The revenue from fees collected in 1962-63 decreased from \$249,833 to \$249,352. A comparison statement of fee revenue follows:

	<u>1960-61</u>	<u>1961-62</u>	<u>1962-63</u>
Probate Department	\$ 84,946	\$ 84,505	\$ 87,123
General Department	110,201	115,191	113,418
Civil Department	40,025	42,962	41,434
Marriage License Department	6,670	6,704	6,921
Professional Registrations	439	471	456
Total Office Fees	<u>\$250,281</u>	<u>\$249,833</u>	<u>\$249,352</u>

	<u>1960-61</u>	<u>1961-62</u>	<u>1962-63</u>
Fines, Law Library Fees and Collections for Other Departments:			
Marriage License Fees to Recorder	\$ 6,670	\$ 6,704	\$ 6,921
Juvenile Court Fines	3,340	3,032	1,680
Juvenile Court Traffic Fines	7,347	6,896	6,488
Juv.Ct.Tr.Fines to State Treas. (Sec. 42050 Vehicle Code)	1,177	701	-
Crim. Dept. Fines and Forfeitures	65,889	53,307	75,757
Peace Officers Training Fund	817	2,344	3,125
Marcotic Fines to State Treas. (Sec. 11681 Health & Safety Code)	-	3,000	-
Payments to State Dept. of Pub. Health (Sec. 26859 Govt. Code)	-	683	1,042
Law Library Fees	62,268	62,070	61,407
Sup.Ct. Reporters Salary Fund	<u>206,571</u>	<u>205,575</u>	<u>200,514</u>
Total Fees and Fines Collected	\$604,360	\$594,145	\$606,586
Trust Fund Deposits:			
Civil Court Deposits & Jury Fees	954,881	500,342	1,661,989
Criminal Bail Deposits, Cash & Bonds	<u>29,542</u>	<u>29,462</u>	<u>24,876</u>
Total Money Collected	<u>\$1,588,783</u>	<u>\$1,123,949</u>	<u>\$2,293,451</u>
Exempt Services. No Fees Collected.	<u>\$24,366</u>	<u>\$25,116</u>	<u>\$24,729</u>
<u>General Division</u>			

New Civil actions filed during the past fiscal year totaled 10,483 compared with 10,659 in 1961-62. A breakdown of actions filed, follows:

Civil Actions	10,958	10,659	10,483
Adoptions	369	379	374
Certificates of Incorporation	1,012	1,123	983
Cts. of Copartnership & Fic. Names	1,086	1,061	1,109
Official and Notarial Bonds	1,321	1,002	1,073
Oaths of Office	1,575	1,283	1,301

Following is a breakdown by character of civil actions filed:

\$3,000 or under	283	34	10
Over \$3,000 to \$5,000	444	100	47
More than \$5,000	4,663	4,765	4,728
Divorce	3,322	3,198	3,108
Annulment	441	490	488
Separate Maintenance	205	228	222
All Other Actions	<u>1,600</u>	<u>1,844</u>	<u>1,680</u>
Totals	10,958	10,659	10,483

1960-611961-621962-63Civil Division

Disposition of Civil Actions:

Judgts. by Jury on Verdict	287	289	287
Judgts. Misc. after Ct. Hearings	1,837	1,826	1,580
Judgts. on Default	160	135	76
Dismissals by Parties	3,517	3,370	3,521
Trsf'd. to other Jurisdictions	206	243	190
Sep. Maint. Judgts. Grtd.	38	33	32
Annulments of Marriage Grtd.	394	421	414
Interloc. Decrees of Div. Grtd.	2,485	2,448	2,338
Final Decrees of Div. Grtd.	2,275	2,161	2,243
Orders of Adoption	295	368	201

Appeals to District and Supreme
Courts from Superior Court

181	217	219
-----	-----	-----

Appeals Disposed of:

Affirmed	73	44	62
Modified	3	4	2
Reversed	26	24	23
Dismissed	51	39	54

Probate Division

New Estate and guardianship proceedings amounted to 3950 compared with 3759 for the previous fiscal year.

Probate Proceedings Filed:

Testate	1885	1846	2017
Intestate	1258	1231	1236
Missing Persons	2	5	2

Guardianship Proceedings Filed:

Minor	157	162	201
Incompetent	456	504	464
Insane	1	3	-
Conservator	10	8	30

Letters Issued:

Testamentary	1586	1602	1732
Administration	1096	1032	995
Administration with Will Annexed	329	309	337
Special	160	151	186
Guardianship	626	708	647
Conservator	13	11	33

Criminal Division

Three Courts hear criminal matters daily at the New Hall of Justice.
Statistics below are based on number of defendants:

	<u>1960-61</u>	<u>1961-62</u>	<u>1962-63</u>
New Actions filed	1594	1901	1951
Informations	1111	1459	1513
Indictments	410	335	322
Cert.fr.Muni.Ct.for Judgt.	34	35	24
Cert.fr.Muni.Ct.for Hearing on Sexual Psychopathy	2	14	12
Pets. for Cert. of Rehabilitation	9	2	7
Cert.fr.Muni.Ct.for hrng on Present Sanity	28	51	55
Cert.fr.Muni.Ct.to determine Narcotic addiction	-	5	12
Disposition of Cases:			
Convicted after Pleas of Guilty	977	1119	1214
Convicted after Court Trials	282	348	338
Convicted after Jury Trials	93	84	89
Dismissed	90	160	177
Transferred to other Jurisdictions	21	5	10
Acquitted after Court Trials	66	97	94
Acquitted after Jury Trials	40	14	42
Sentenced to County Jail	357	427	411
Sentenced to State Prison	338	315	289
Judgements of Death	1	2	2
Sentenced by Fines	4	5	5
Committed to Youth Authority	84	78	67
Committed as Sexual Psychopaths	-	8	19
Committed as Insane	23	37	30
Prob. Grtd.,inc. Conditional Prob.	548	671	769
Certs. of Rehabilitation Granted	7	4	4
Committed re: Narcotic Addiction	-	12	59
Fines and Bail Forfeitures Collected:			
Fines and Assessments	\$58,611	\$50,474	\$62,432
Bail Forfeitures	5,775	10,000	13,750
Writs of Habeas Corpus issued:	18	25	35
Appeals to State Appellate Court:			
Pending at beginning of Year	58	68	65
Filed during the Year	58	58	44
Disposition of Appeals:			
Affirmed	35	33	29
Reversed	1	1	13
Dismissed	8	26	13
Pending	68	65	51
Abandoned	2	-	2
Modified	2	1	1
Coroner's Transcripts Filed	311	328	287

Juvenile Court Division

The Juvenile Court meets every day at the Youth Guidance Center, 375 Woodside Avenue, San Francisco, Calif. Statistics follow:

	<u>1960-61</u>	<u>1961-62</u>	<u>1962-63</u>
Petitions Filed:			
Ptns. for Comm. of Dependent children.	434	413	461
Number of children.	701	686	793
*Suppl. ptns filed on Dependent children	-	-	1252
Ptns. filed on Delinquent children	1632	1622	1659
Number of children	1632	1622	1659
*Suppl. ptns. filed on Delinquent children	-	-	905
*Supplemental petitions not required prior to changes in law effective 1962.			

Juvenile Traffic Hearings:

Moving violations	4183	4341	4101
Fines Collected	\$7,347	\$6,896	\$6,488

State Hospital Court Division

The State Hospital Court meets at 9:30 AM every day at San Francisco General Hospital, 2450 Twenty-second street. The Courtroom clerk is in attendance from 8 AM to 5 PM each day.

	<u>1960-61</u>	<u>1961-62</u>	<u>1962-63</u>
Alleged Insane Persons:			
Examinations	1533	1644	1767
Committed to State Hospitals	1231	1294	1429
Examined and discharged	302	350	338
Intemperance and Use of Drugs:			
Examinations	1817	2051	1529
Committed to State Hospitals	1693	1788	1299
Examined and Discharged	124	263	226
Feeble Minded:			
Examinations	11	26	46
Comm. to Homes for Feeble Minded	11	26	46

Appellate Division

Three judges of the San Francisco County Superior Court appointed by the Chairman of the Judicial Council, sit each Friday morning as the Appellate Department of the Superior Court. Appeals from the Municipal Court, Criminal or Civil, are heard by the Appellate Division. Appeals from the Small Claims Court are tried de novo.

	<u>1960-61</u>	<u>1961-62</u>	<u>1962-63</u>
Civil Appeals from Muni Ct:			
Filed during the year	52	74	52
Disposition of Appeals:			
Affirmed	24	37	28
Modified	5	5	1
Reversed	5	18	7
Dismissed	9	14	4
Rehearings Denied	-	12	1
Under Submission or Pending	15	15	13
Criminal Appeals from Muni Ct.			
Filed during the year	33	30	22
Disposition of Appeals:			
Affirmed	16	10	14
Reversed	6	15	5
Dismissed	1	1	2
Pending	16	19	11
Modified	2	-	-
Abandoned	-	1	1
Appeals from Small Claims Court	25	36	35
Disposition of Small Claims Appeals:			
Affirmed	18	21	21
Reversed	3	8	12
Dismissed	6	5	6
Under Submission or Pending	8	10	1

License Division

Marriage licenses issued in 1962-63 totaled 6921 or 217 more than the previous fiscal year. There were 2243 decrees of divorce entered, or 82 more than in 1961-62.

Marriage Licenses Issued	6670	6704	6921
Professional Registrations	230	217	228

RECORDER

The Recorder's office, as required by law, receives for recording all papers or notices that may by law be recorded, makes and keeps a true copy of the original, indexes the same, and arranges the books of record and indices in suitable places to facilitate their inspection.

A long-range plan for microfilming old records dating back to the 1906 fire got under way in 1960-61. Funds to continue this project were appropriated in the 1961-62 and 1962-63 budgets, and 977 old record books were microfilmed in 1962-63. This work is scheduled for completion by June 30, 1965.

'Profit' of \$96,202.63

The Recorder's office continued in 1962-63 to show an excess of receipts over expenses, the amount being \$96,202.63. Receipts from recording and filing fees totaled \$280,557.40, or 34.2% more than the expenditures of \$184,354.77. The breakdown of receipts follows:

<u>Receipts</u>	<u>1960-61</u>	<u>1961-62</u>	<u>1962-63</u>
Recording fees	\$223,739.20	\$240,291.80	\$262,930.40
Special service fees	9,991.40	10,011.20	10,706.00
Marriage license recording fees..	6,670.00	6,704.00	6,921.00
	<u>\$240,400.60</u>	<u>\$257,007.00</u>	<u>\$280,557.40</u>

Expenditures

Salaries	\$150,170.09	\$153,541.61	\$156,859.81
Other	14,868.44	10,816.48	27,494.96
	<u>\$165,038.53</u>	<u>\$164,358.09</u>	<u>\$184,354.77</u>

Excess, receipts over expenditures. \$	75,362.07	\$ 92,648.91	\$ 96,202.63
--	-----------	--------------	--------------

Additional Credits Listed

Receipts listed do not include desk rental fees collected last fiscal year by the Real Estate Department in the amount of \$1,830, for desk space in the Recorder's office used by title companies, record searchers, etc. Neither do they include \$12,511.20 estimated work for 3,452 papers (5,246 pages) of "official", or free recordings; that is, the service rendered to war veterans, dependents of war veterans, compensation and pension claims, old age pension claims and miscellaneous Federal, State or other political subdivision recordings; said service required by state law to be performed without fees. An additional \$250 could be added for other free work performed as a courtesy to other City and County departments.

The monthly breakdown of recording and filing fee receipts follows:

	<u>1960-61</u>	<u>1961-62</u>	<u>1962-63</u>
July	\$ 18,176.90	\$ 19,618.70	\$ 23,189.55
August	20,574.75	22,414.55	25,081.10
September ..	17,748.00	18,963.85	18,730.60
October	19,111.95	21,163.95	23,625.25
November ...	19,415.40	21,137.60	22,795.45
December ...	18,930.40	20,175.10	20,092.95
January	18,270.15	21,648.90	23,831.60
February ...	18,439.85	19,197.05	21,326.35
March	24,730.90	23,412.90	25,072.70
April	19,927.85	22,637.60	26,569.50
May	22,716.75	23,565.60	26,584.15
June	22,357.70	23,071.20	23,658.20
Total	\$240,400.60	\$257,007.00	\$280,557.40

Documents Filed and Recorded

The following are the principal classifications of the 121,422 documents filed and recorded during 1962-63. For comparative purposes, lists for two preceding fiscal years are included:

	<u>1960-61</u>	<u>1961-62</u>	<u>1962-63</u>
Affidavits of Death	1,285	1,421	1,503
Agreements	1,316	486	178
Decrees	1,601	2,226	2,214
Deeds	17,147	18,680	19,707
Deeds of Trust	18,710	21,942	24,175
Judgments and Abstracts	1,970	2,082	2,250
Miscellaneous	29,388	30,554	33,041
Military Discharges	1,512	1,068	603
Mortgages of Personal Property ..	12,059	11,569	13,066
Mortgages of Real Property	525	548	586
Notices of Default	1,021	1,052	1,067
Reconveyances	17,730	19,499	21,617
Tax Liens - Federal	1,196	1,135	1,415
Total	105,460	112,262	121,422

The figures below show recordings of deeds, mortgages, and deeds of trust for the past 10 years:

<u>Fiscal Year</u>	<u>Deeds</u>	<u>Mortgages</u>	<u>Deeds of Trust</u>
1953-54	17,516	690	15,849
1954-55	18,653	607	17,373
1955-56	18,021	720	16,602
1956-57	17,827	716	14,983
1957-58	16,516	653	14,188
1958-59	18,308	807	17,097
1959-60	17,350	663	16,791
1960-61	17,147	525	18,710
1961-62	18,680	548	21,942
1962-63	19,707	586	24,175

The following table lists the number of marriages performed in San Francisco since 1943-44:

1943-44	11,771	1953-54	6,711
1944-45	12,064	1954-55	6,686
1945-46	13,453	1955-56	6,526
1946-47	11,038	1956-57	6,895
1947-48	9,629	1957-58	6,502
1948-49	8,465	1958-59	6,595
1949-50	7,397	1959-60	6,629
1950-51	8,195	1960-61	6,538
1951-52	7,220	1961-62	6,602
1952-53	7,359	1962-63	6,786

REGISTRAR OF VOTERS

By authority of Charter Section 173 and the State Elections Code, the Registrar of Voters is responsible for the conduct, management and control of the registration of voters, and of the holding of elections and of all other matters pertaining to elections in the City and County. The small permanent staff has not materially increased in the past 30 years. This force is augmented by seasonal workers, as required, during the registration and election periods.

During fiscal year 1962-63 the Registrar conducted the 1962 State General Election. Consolidated with this election were local measures including the very important Bay Area Rapid Transit Bonds. In submitting the Rapid Transit Bonds, the Registrar acted as an agent of the District and collected \$21,400 as pro-rated cost of the election. Following the election, the mandatory duty of purging the rolls of non-voters required the processing of approximately 87,000 affidavits, addressing machine plates and double postcards. Approximately 15,000 of these voters were restored to the active rolls when they returned the postcard showing they still lived at the listed address and wished to retain their voting eligibility. In May 1963, the Registrar conducted an election for Member of the Health Service Board.

Election Problems

The problem of the overly-long ballot was a complicating factor in this 1962 Gubernatorial Election. There were contests for all state offices and for the local offices of Assessor and Public Defender. 25 State Propositions were submitted and 11 local measures also appeared on the ballot. Prior to the election, the Registrar suggested that local measures be deferred where and if possible. These very long ballots complicate our work and delay the count. They also make it virtually impossible for the voter to give proper study to the measures submitted for his decision. This request was in conformity with the recommendations of the State Association of County Clerks and Registrars. Considerable press coverage and comment ensued but no acceptable solution to this problem has been found. Legislation was introduced at the 1963 State Legislature that would require separate elections for the partisan offices and nonpartisan offices and measures. This legislation did not pass; the main objection being the great added cost of conducting an additional election. Legislation was also introduced to restrict the submission of local measures at a state-wide election. This also failed of passage.

Registration of Voters

For several years now State law has required the Registrar to deputize volunteer workers to take voters' registrations. These workers are mostly partisan people or others who have a particular interest in the election. This program increases certain costs and has not resulted in increased registration. Any possible savings that might accrue by reason of some work being done by unpaid personnel is more than offset by costs in instructing and checking the work of these deputies. Added problems arise since we cannot closely supervise and direct these people who are authorized to work when and where they deem it desirable. However, the Legislature has repeatedly shown its intent to further expand these activities. At the last session legislation



was enacted whereby a voter may transfer his registration through a Post Office change of address card. This procedure has not yet been put into effect but the Registrar believes that it will increase his operating costs. Some savings and advantages may result from the process but it seems extremely doubtful that these savings will equal the added charges.

Population Changes

San Francisco's population is increasing slowly and will result in an increasing number of registrations. In the past decade the number of registered voters has declined due to decreasing population and the greater decrease in the city's adult population. This population decrease has not reduced the work-load because the population has been more transitory and mobile due to large scale demolitions and reconstruction in connection with wartime housing projects and the Redevelopment programs. These dislocations do not increase our total registrations but do require new registrations and cancellation of old registrations. Much of this activity is now being stabilized and it is believed that as certain areas are occupied, the new registrants will be likely to remain at these locations.

New Voting and Counting Procedures

The State Legislature and the County Clerks and Registrars have been greatly concerned with the need to speed up election returns and to modernize election procedures. San Francisco has used voting machines for over 30 years and has always maintained a leading position in the conduct of elections. In the past year, several of the major counties have explored the use of mechanized or electronic equipment to record, or, to count the votes cast. Improved voting machines are now being offered; or, are being developed. Some of the concepts being considered are not machines at all but devices whereby the voter's choice is being punched onto cards to be counted by data processing equipment. An actual test of counting by electronic scanning was made in the 1962 election in Kern County. This was considered a successful test and that county has entered into a purchase agreement for this type of equipment. Some counties have gone into electronic data processing for maintenance of their files and compilation of voters list and election tallies. Some difficulty has been encountered but it is believed that these developments will result in eventual improvements in these operations. It appears probable that the Registrar's records can be converted to this program within the next few years. However, the basic problem still appears to be the very complex ballot and the very liberal election laws. The State Legislature is naturally reluctant to restrict voters in any way but appears equally reluctant to simplify the ballot. Much of the problem has been built-in over a long period of time in the State Constitution and the San Francisco Charter, neither of which can be amended without a vote of the electorate. Only by complete revision could these unwieldy documents be made more adaptable to changing conditions which now require constant amending. Much more study and effort will be required before this state's election procedures can be really modernized.

5 Year Workload Comparison

	<u>1958-59</u>	<u>1959-60</u>	<u>1960-61</u>	<u>1961-62</u>	<u>1962-63</u>
Regular elections (number)	1	2	1	2	1
Registration affidavits processed	47,340	73,126	75,372	49,578	79,301
Registration affidavits cancelled	75,065	44,127	88,879	34,662	120,219
Sample ballots mailed	406,158	719,791	404,613	728,427	384,470
Absentee ballots requested (paper)	7,448	6,782	14,114	5,814	7,745
Absentee vote (paper ballots)	6,623	5,958	12,525	4,810	6,708
Absentee vote (machine)	3,553	5,031	5,329	5,106	4,037
Precints used	1,300	2,588	1,286	2,608	1,332
Voting machines used	1,636	3,272	1,640	3,274	1,640
Voting machines loaned/leased out	251	334	336	260	327
Precinct vote (machines)	309,003	476,255	330,436	449,820	285,054
Total votes cast	319,179	495,244	348,290	459,736	295,799
Employee group elections (ballots)	24,611	54,390	31,346	13,592	13,651

PUBLIC GUARDIAN

The function of the Public Guardian's Office is to apply for letters of guardianship and administer the estates of incompetents who are receiving welfare assistance or who are in any of the county hospital facilities.

The Public Guardian program has been in operation for three years. The program is beneficial both to the ward and to the county. In all cases, the appointment is for both the person and estate. The ward is benefited by the personal attention of this office. The county is benefited by the payments for hospitalization and for back obligations of the ward. Without the Public Guardian program these incompetent people would be unable to collect welfare assistance, Social Security, and other pensions or benefits to which they are entitled.

Eases Crowded Hospital Condition

Where wards have sufficient funds they are moved from the county facilities to private rest homes. This provides additional beds at the San Francisco General Hospital for patients who are more in need of medical assistance.

Under the present budget setup, the Public Guardian program has reached its limit - without additional help the caseload cannot be increased.

4 Year Workload Comparison

	1960-61	1961-62	1962-63	1963-64
	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Estimated</u>
Applications investigated	165	253	209	200
Total wards as of June 30	97	210	254	275
New wards during year	107	146	92	71
Guardianships terminated	10	23	48	50
Expenditures	\$18,030	\$ 20,400	\$ 23,700	\$ 25,000
Direct benefits to County	\$39,878	\$ 200,000	\$603,240	\$ 700,000
Indirect benefits	\$ 1,811	\$ 34,000	\$130,950	\$ 150,000
Total benefits to county	\$41,689	\$ 234,000	\$734,191	\$ 850,000
Revenue from fees		\$ 200	\$ 5,060	\$ 10,000

In line with the department's policy of efficient utilization of resources and available employees, a physical consolidation of the Public Administrator and Public Guardian offices must be made. Also, additional personnel must be allowed so that the wards in the program may be properly serviced. With the gradual expansion of the Federal and State benefits, more and more demand will be made for the services of the Public Guardian. Under the present setup this office will be unable to co-operate and to assist these needy individuals.

The Public Guardian's Office, though set up as a separate office under the Public Administrator, does, of necessity, take the time of much of the staff of the Public Administrator's Office. This is particularly the time of the legal and stenographic staff, in that much of the court procedure, legal forms and policy matters are in the innovation stage and must be considered

case by case. It is hoped that, with sufficient experience, forms can be adopted to facilitate the handling of these procedures. This, however, will consume considerable time.

Legal Steps Complicated

In many respects the Public Guardian must be more cautious and require more legal guidance on a case by case basis than the Public Administrator. The legal rights and liabilities of the Public Administrator are somewhat defined in the general law pertaining to all administrators and in some case law in connection with the Public Administrator's Office. The Public Guardian, on the other hand, is a relatively new office in the State of California and there are few precedents upon which definite rules of action can be predicated.

Guardianship proceedings in themselves are not as well defined as administration proceedings and require day to day legal opinions in each case. The net result is that much of the work properly attributable to the Public Guardian's Office is of necessity borne by the staff of the Public Administrator's Office. It is to be noted that the Public Guardian's Office does not have a stenographer, consequently, all new pleadings and documents must first be prepared by the stenographic staff of the Public Administrator's Office.

In connection with the office of the Public Guardian, one serious problem is the necessity of proper contact with the incompetents under the jurisdiction of the Public Guardian. It is the policy of the San Francisco General Hospital to require patients with any assets over a certain limited amount to obtain service in private nursing homes or hospitals until their assets are exhausted. In many of the Public Guardian cases this situation has arisen with the result that the Public Guardian finds his wards housed in different private nursing homes throughout the area requiring special visitations and special attention to details in arranging with each nursing home for the care of the ward.

Fees

The Welfare and Institutions Code has been amended so that upon termination of the guardianship, either by death or restoration to competency, the Public Guardian may now be awarded fees by the judge of the Superior Court on the filing of the final account. The fees for the last fiscal year amounted to \$5,066.00. The amount of earned fees should increase each year to a point where they will support the total operation of the Public Guardian Office. These fees are in addition to other benefits, both direct and indirect, received through this program.

PUBLIC ADMINISTRATOR

The function of the Public Administrator's Office is the administration of estates of deceased persons who died intestate where there are no heirs of the decedent residing in the State of California, or in cases of a decedent dying testate where there is no executor named in the will or the executor is unable or fails to qualify and there are no resident heirs in the state.

All functions pertaining to each estate are handled by the office staff. These functions include - the investigation, making funeral arrangements, applications for letters, collection of all assets, payment of all legal debts, sales of real and personal property, filing and defending suits, obtaining all county, state and Federal tax clearances, and distribution to heirs and the State of California. A complete and thorough investigation must be made of each estate reported - without a proper investigation there could be a loss of revenue to the county as well as a loss to the creditors and heirs.

Investigation of Cases

Approximately 40 percent of the cases investigated are administered by the Public Administrator's Office. The remaining 60 percent either have no assets or are turned over to the named executor or administrator who may have a priority to serve. The above is one of the service functions of this office.

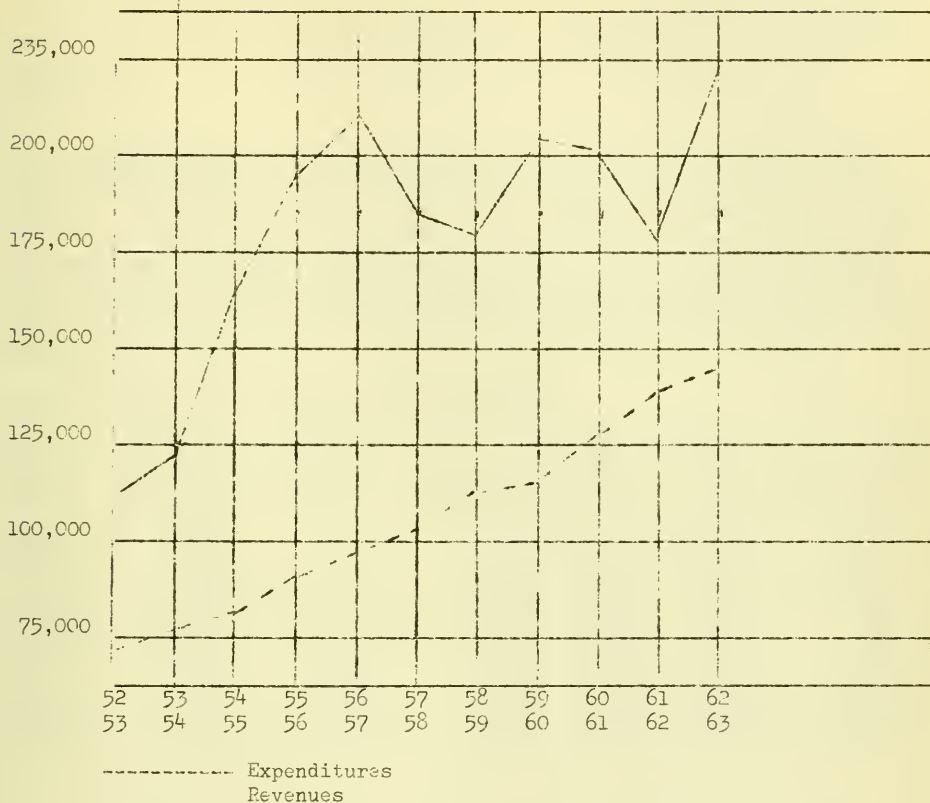
5 Year Workload Comparison

	1959-60	1960-61	1961-62	1962-63	1963-64
	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Estimated</u>
Estates investigated	1400	1251	1296	1332	1500
New estates opened	539	496	488	487	550
Final accounts filed	471	409	344	357	550
Discharges filed	625	544	246	422	575
Open estates (end of year)	705	657	898	991	970
Revenue from fees	\$205,000	\$204,000	\$182,000	\$231,000	\$200,000
Operating expenses	\$115,000	\$130,000	\$139,000	\$144,000	\$160,000
Net Revenue	\$ 90,000	\$ 74,000	\$ 43,000	\$ 87,000	\$ 40,000

The Public Administrator's Office is entirely self-supporting and as a matter fact produces a profit for the City and County of San Francisco out of the revenues received from the estates of decedents. These revenues pay not only for the services in the general estates, but also for the free services provided in investigating decedents deaths where no estates are ever opened by the Public Administrator or where the estate is the special 1143 proceeding in which the Public Administrator receives no fees. The revenue for the past fiscal year is the highest in the history of the office.



10 Year Comparison - Revenues vs. Expenditures



The serious problem of transportation affects both the Public Administrator and the Public Guardian. The calls which have to be made by the deputies, investigators, etc., throughout the whole area are so numerous that many of them must be delayed until they can be calendared so that the one automobile of the Public Administrator can be used. No other form of transportation is available in that the Public Administrator and Public Guardian are both faced with the problem of constantly moving personal effects, property, etc., of wards and decedents and must, of necessity, frequently go out of San Francisco to adjoining counties.

Efficiency of Administration

The fact that the Public Administrator does receive statutory fees in the general probates also imposes some obligation on him to the heirs and creditors to at least give them the same attention as would private administrators. Heirs are frequently prepared to be critical of the Public Administrator's Office, especially in those cases in which they have been denied the



right to probate the estate because of their non-residence. They feel that, if they had been allowed to administer the estate, they could do a much more efficient job and a much speedier job than the Public Administrator. As a matter of fact, the Public Administrator's Office would not bow to any other administrator whether a corporate institution, such as a bank, or a private individual, as to the efficiency and speed with which probate matters are administered.

The public, of course, is not aware of this and the constant problem of attempting to please the unreasonable as well as the reasonable segments of the public means that every step must be taken that will insure a more efficient use of the staff. Actually, most expenditures which could be made to increase efficiency would, in fact, not be additional expense, but rather an investment to return more income to the City. There is every indication that the number of cases and the amount of money to be returned in estates will, during the years, continue to increase. The sooner these cases can be processed to completion, the sooner the fees are returned to the City treasury.

10 Year Comparison - Expenditures and Revenues

<u>Fiscal</u> <u>Year</u>	<u>Budgeted</u> <u>Expenditures</u>	<u>Actual</u> <u>Expenditures</u>	<u>Difference</u>	<u>Estimated</u> <u>Revenue</u>	<u>Actual</u> <u>Revenue</u>	<u>Difference</u>
1953-54	\$ 80,844	\$ 79,141	\$ - 1,703	\$125,000	\$120,613	\$ - 4,387
1954-55	86,065	84,109	- 1,956	125,000	160,006	35,006
1955-56	91,997	90,194	- 1,803	138,000	195,509	57,509
1956-57	98,384	95,970	- 2,414	160,000	208,765	48,765
1957-58	109,610	106,009	- 3,601	180,000	179,039	- 961
1958-59	115,454	114,215	- 1,239	180,000	176,538	- 3,462
1959-60	118,185	115,716	- 2,469	185,000	205,249	20,249
1960-61	134,654	129,742	- 4,912	200,000	203,570	3,570
1961-62	136,390	138,609	2,219	210,000	181,852	-28,148
1962-63	150,721	143,638	- 7,083	200,000	230,508	30,508

TAX COLLECTOR

The Tax Collector operates under several sets of laws, either State or Local, as the basic nature of the task to be done dictates. As a County Officer he must observe the directives of the State Revenue and Taxation Code in: (a) collecting current and delinquent real and personal property taxes, (b) preparing and publishing by June 8 of each year a list of delinquent real estate tax payers, (c) making required periodic reports to the State Controller and to the local auditor, (d) executing deeds to the State of California on properties delinquent for five or more years, (e) making provisions to hold public auctions of tax-deeded properties and the actual auctions themselves, and (f) making refunds on duplicate or erroneous payments.

As a City Officer he proceeds under the Charter and Ordinances of the City and County in: (a) collecting licenses, (b) operating the Bureau of Delinquent Revenue, (c) collecting Parking Meter receipts, (d) collecting the Hotel Room Tax, and (e) making the reports and settlements required of a local official who collects monies.

During 1962-63, there was again an appreciable increase in the work load of the Tax Collector's Office. The increased activity occurred in the License Bureau, in the Bureau of Delinquent Revenue, the Cashier's Division, and in the Real Estate Division.

Cashier's Division

During the last fiscal year, the Tax Collector's Office collected \$157,278,183.72, an all-time high for the tenth consecutive year. All such collections funnel through the Cashier's Division.

Peak periods for tax collection were from July 15 to September 15 for unsecured personal property taxes, and from November 1 to December 15 and March 1 to April 15 for real property taxes. Peak periods for license collections were in January, July and October.

In a major personnel change, John F. O'Connor succeeded Emil Barman, who retired after many years service as cashier.

Following is a table of collections for the various divisions for 1962-63, as compared with 1961-62.

	<u>1961-62</u>	<u>1962-63</u>
Real Property Taxes and Secured Personal Property Taxes	\$ 98,917,160.07	\$ 115,140,041.25
Unsecured Personal Property Taxes	18,806,490.69	19,789,965.09
Purchase and Use Tax	17,328,781.04	17,521,820.79
Parking Meters	1,459,557.66	1,491,368.75
Delinquent Revenue	1,438,963.29	1,188,807.61
Licenses	1,720,035.51	2,093,842.19
Miscellaneous	<u>7,437.20</u>	<u>52,338.04</u>
Total	\$139,678,425.46	\$ 157,278,183.72

Real Estate Tax Division

Partial reconversion to an Electronic Data Processing program has been accomplished in this Division. The November tax bills will be produced on the computer. Programming by the E.D.P. staff continues on a daily basis, with the ultimate objective of having all tax collection procedures and accounts done electronically.

The old style tax bill will be used for the last time in the fall and spring collections. Thereafter a simplified card-type bill will be used, which will eliminate several currently necessary clerical procedures with a resultant savings in temporary salary expenditures.

Real estate tax delinquencies in San Francisco, according to figures compiled by the State Board of Equalization, are the lowest among all major counties in the State. The rate is being steadily reduced each year.

This is due, in great degree, to the splendid cooperation freely given by the local press, radio, and television agencies in support of the Tax Office's semi-annual publicity campaigns that emphasize tax and license deadline dates.

The following table shows delinquencies for 1962-63, compared with 1961-62.

	<u>Real Property Taxes</u>	<u>Unsecured Property Taxes</u>
Amount Delinquent June 30, 1963	\$ 987,631.41	\$ 450,743.33
Amount Delinquent June 30, 1962	884,401.83	418,132.05
Per Cent Delinquent June 30, 1963	0.85	2.17
Per Cent Delinquent June 30, 1962	0.89	2.15

There were 2,832 parcels sold to the State and 8 deeded to the State in 1962-63, compared to 3,017 parcels sold to the State and 26 deeded to the State in the previous fiscal year.

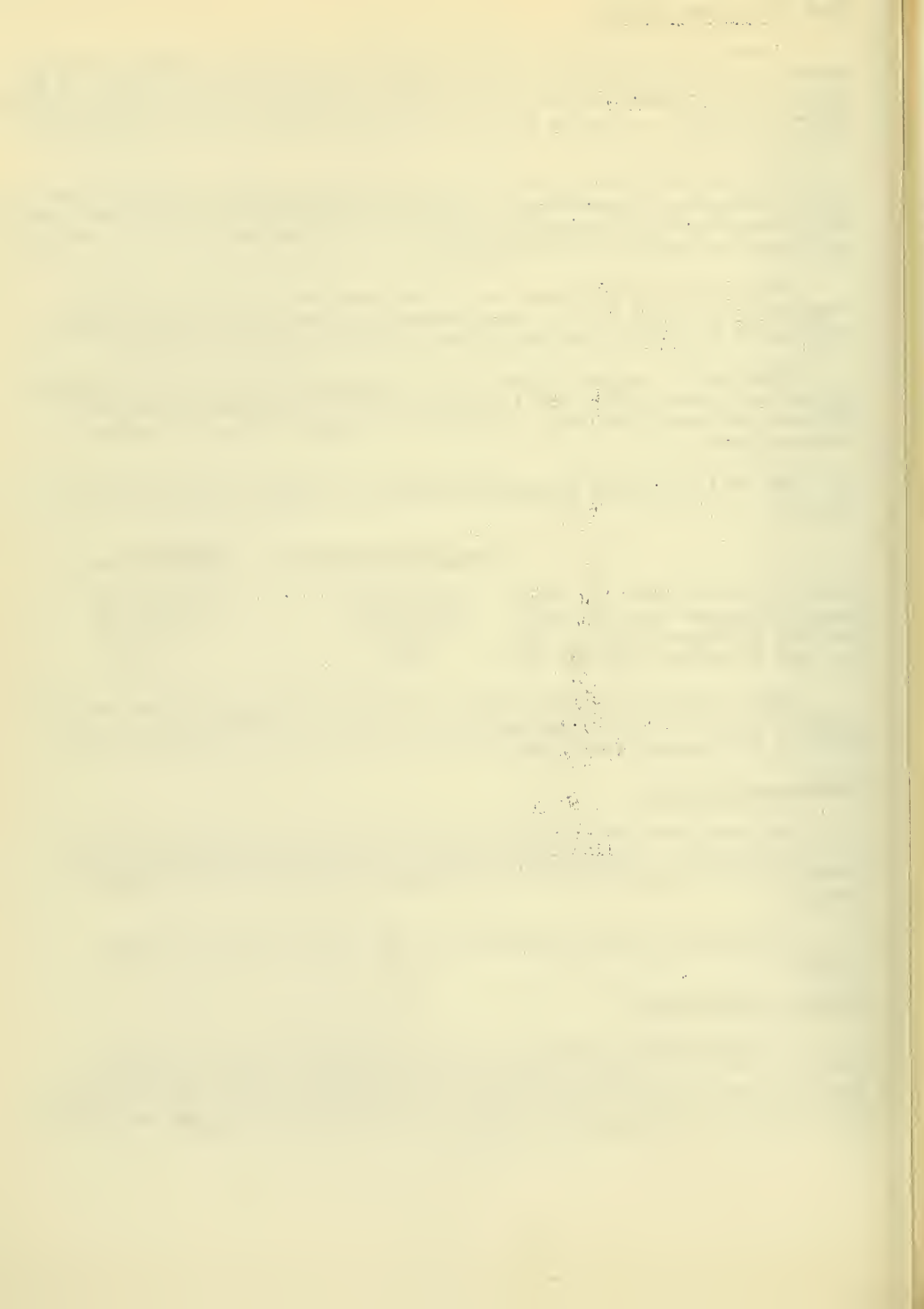
Purchase and Use Tax

San Francisco's Purchase and Use Tax has been collected since July 1, 1958, by the State of California as agent for the City and County, and the revenues minus collection costs, are returned quarterly to the City and County.

The figures for this, and last year, are shown previously in this report.

Parking Meter Division

The Parking Meter division collects, sorts, and counts all coins deposited in 12, 350 parking meters in San Francisco. About 4100 meters are emptied of coins and wound each work day. Of the 53,766,156 coins received, 37,285,652 or 70 percent, were pennies, 10,621,792 or 19 percent, were nickels, and 5,858,712 or 11 percent were dimes.



The total weight of coins collected in 1962-63 was 403,411 pounds, a decrease of 2267 pounds from the previous year. However, the income rose \$31,810. A slight increase in the ratio of dimes to pennies and nickels accounts for these two facts. Petty theft and pilferage continue to be our most constant problems. The Police Department has been most energetic in apprehending these offenders, but they seem to be springing up in ever increasing numbers. The Department of Electricity has recommended changing the meter locks and is now working on that project.

A comparison of parking meter revenues follows:

1958-59	\$ 1,130,967
1959-60	1,401,912
1960-61	1,500,003
1961-62	1,459,558
1962-63	1,491,368

During the fiscal year 1962-63 Canadian coins from the meters were redeemed for \$927, bent U.S. coins for \$548 and \$66 in foreign coins. Approximately 700 pounds of washers and slugs, or an average of slightly more than 3 pounds a day were separated from the legitimate coins during this period and disposed of in the bay.

Bureau of Delinquent Revenue

A new record high number of 43,231 accounts was transferred to the Bureau of Delinquent Revenue by various City and County departments during 1962-63.

The record number of accounts handled represents a 15% increase over those of the previous fiscal year. This was accomplished with no increase in the number of personnel and without a full crew of investigators in the field for the entire year.

During the 1962-63 fiscal year hospital accounts amounting to \$26,615.52 were sent to the Stores Collection Agency. The amount collected by this Agency during the fiscal year amounted to \$2,819.62 of which the City and County received one-half.

Cost to the City and County for monies collected by the Bureau of Delinquent Revenue was approximately 8.9% during the same fiscal year.

Following is a summary of activities of the Bureau for 1962-63 showing also a comparison with 1961-62.

	<u>1961-62</u>	<u>1962-63</u>
No. Unsec. Prop. Tax Bills	33,920	39,160
Collections, Unsec. Del. Prop. Taxes	\$ 972,715.43	\$ 763,341.34
No. Pub. Health Dept. Del. Accts.	1,388	1,420
Collections, Pub. Health Dept.	\$ 297,493.05	\$ 297,964.40
No. Pub. Library Del. Accts.	1,454	1,567
Collections, Pub. Library	\$ 6,675.94	\$ 6,009.35

	1961-62	1962-63
No. Sonoma Home Accts.	17	25
Collections, Sonoma Home	\$ 83,056.43	\$ 81,431.36
No. Other City & Co. Dept. Del. Accts.	555	654
Collections, Other Depts.	\$ 54,040.77	34,779.04
No. Interest, Fees, Court Costs Accts.	404	405
Collections, Int. Fees, Court Costs	\$ 10,936.59	\$ 2,375.28
Total No. Accounts Received	37,738	43,231
Total Collections, Delinq. Accts.	\$ 1,424,918.21	1,185,900.75

The Legal Department in conjunction with the Bureau of Delinquent Revenue instituted 1,461 court actions in 1962-63. Of the 1962-63 total, 1,341 were filed in Small Claims Court, 113 in the Municipal Court and 7 in the Superior Court.

The revenue charts show a decrease in receipts by the Bureau of Delinquent Revenue. This does not evidence a decline in anticipated revenue. It occasionally happens that some of the larger business firms will permit their personal property taxes to become delinquent on September 1st. Thereafter they will pay the bills, along with the 8% penalty, and the collection is credited to the year in which the money was paid. Thus the Unsecured Personal Property Account is a flexible item - varying according to the manner in which general business conditions dictate the taxpaying habits of certain large business establishments.

Bureau of Licenses

For the Fiscal Year 1962-63 the Bureau of Licenses showed an increase in both number of licenses issued and gross receipts. Following is a breakdown of licenses by type, number and amount for 1962-63 compared to 1961-62:

	<u>1961 - 1962</u>		<u>1962 - 1963</u>	
	<u>Number</u>	<u>Amount</u>	<u>Number</u>	<u>Amount</u>
General Business. . .	31,685	\$ 597,424.91	32,089	\$ 611,808.92
Vehicles	363	39,133.00	362	38,959.50
Bicycles	4,386	2,193.00	4,109	2,054.50
Inspection Fees . .	2,702	86,955.97	2,587	83,779.38
Contractors	2,402	24,272.00	2,405	24,298.50
Miscellaneous . . .	3,422	7,516.80	3,339	7,151.80
Dog	29,756	89,268.00	30,497	91,491.00
Duplicate Dog Tags.	277	138.50	326	163.00
Curb Painting . . .	19	2,621.50	17	2,364.75
Meat	666	16,488.56	647	16,977.58
<hr/>				
Total (Excluding Hotel Room Tax). .	75,678	\$ 866,012.24	76,378	\$ 879,048.93
Hotel Room Tax . . .	1,014	854,029.27	1,545	1,214,796.26
Grand Total,	76,692	\$ 1,720,041.51	77,923	\$ 2,093,845.19
License Bureau				

At the present time the Fire Department is in the process of amending its code which will raise the license fees of the businesses that are now licensed and will add many businesses that are not now licensed. This should increase the License Bureau revenue which will be reflected in the next fiscal year.

Hotel Room Tax Sub-Bureau

Although a separate Budget item, the Hotel Room Tax as shown above, is collected by the Bureau of Licenses.

Established by Ordinance July 1, 1961, the Hotel Accounts set up by the License Bureau amounted to 1014 in 1961-62, but the number rose to 1545 in 1962-63.

A comparison of collections by quarters follows:

	<u>1961</u> - <u>1962</u>	<u>1962</u> - <u>1963</u>
July - September	\$ 351,649.82	\$ 400,780.00
October- December	259,390.72	264,892.47
January- March	242,988.73	250,669.58
April - June	<u>298,454.21</u>	<u>292,897.18</u>
TOTAL	\$ 1,152,483.48	\$ 1,209,239.23

The importance of a climate of trust and confidence surrounding all business dealings with measurable commodities can hardly be over-estimated. Without such a climate, the everyday transactions upon which our whole economy is predicated would become infinitely more difficult, and many of the material advantages which modern technology makes possible would be lost.

It has been the historic purpose of weights and measures laws to protect and foster this climate in a free and competitive society by setting certain limits to the application of the doctrine of "caveat emptor". More specifically, the proper objective of weights and measures law is to provide adequate protection for the buyer without either (1) unreasonably increasing the cost of commodities to him, or to the taxpayer, by over-intensive enforcement, or (2) unreasonably harassing the seller, or holding him criminally culpable where there is no intent to defraud, but only difficulty in mastering mechanical or technical processes.

A principle of California Weights and Measures Law is that the seller of any commodity must make an accurate representation of the weight and measure of such commodity to the buyer. In the days when most sales were made from bulk lots and quantity was determined at time of purchase, enforcement of this principle was confined to the inspection of measuring devices; any further safeguarding of the buyer's interests was left to the buyer himself. However, the increasing use of processed and prepackaged commodities has meant that changes in enforcement methods have been necessary to maintain the principle of accurate representation.

Changed Concept in Testing Methods

For many years the law has required that all packaged goods contain a statement of net content. In the past, enforcement of this law has been based upon the concept that each package constitutes a separate entity, and that therefore conformity of each package with the law must be individually determined. This concept has had a decisive influence in the shaping of testing methods to determine the existence of violations, and of methods to deal with the violations, once discovered.

In the past 2 years this concept has given way to a different principle, one that establishes from the buyer's standpoint, a general guarantee comprehensively enforced, for an absolute guarantee with a minimum of efficient enforcement. This department has actively applied this new tool with, we believe, excellent results.

During March, a task force of 11 State Program Supervisors and Specialists surveyed our work. The State is required periodically to investigate conditions in the various counties and cities in respect to weights and measures, the sale of goods, wares and merchandise, commodities and foodstuffs in containers, as well as inspect the work of the

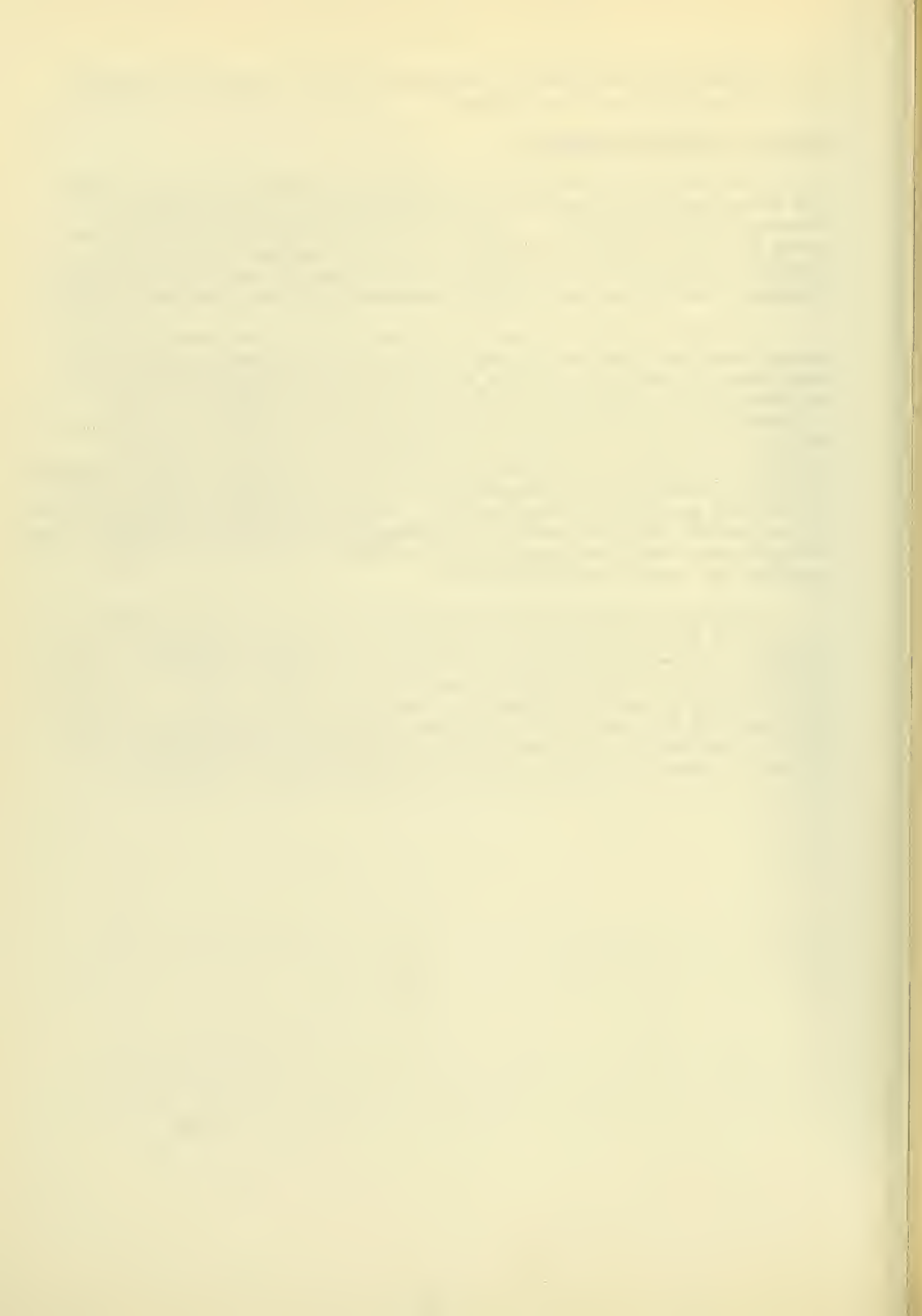
local sealers and the weights, measures, balances or any other weighing or measuring devices of any person.

Summary of Task Force Report

The task force, after their inspection, reported that they found our record keeping system to be above the average used by Weights and Measures offices statewide. Also, the report stated, San Francisco maintains adequate equipment for quantity control (package testing) work; adequate equipment for the testing of small capacity scales, and adequate equipment for the testing of retail measuring devices. The report added:

"We wish to direct attention to the fact that the county does not provide equipment for the testing of wholesale petroleum meters, either bulk plant or vehicle; equipment for the testing of vehicle scales; equipment for the calibration of vehicle tanks for capacity. It is recommended that the county provide adequate facilities for the testing of wholesale petroleum meters and the calibration of vehicle tanks for capacity. In lieu of providing equipment for the sole use of San Francisco County, we suggest that arrangements be made to contract with any of the surrounding counties for this service. During the survey of office records it was learned that the Sealer had repeatedly requested such equipment, and these requests had been supported by the Grand Jury, and that on each occasion the request had been denied.

"During discussions with the Sealer at the time of the survey, it was learned that no personnel or equipment had been provided either in the current or 1963-64 budgets for the testing of Electric Sub-Meters. This function will become an important part of the Sealer's operation and every effort should be made to adequately provide for this service. It is our opinion, from the results of the survey, that the County Sealer is to be highly complimented in the service he is rendering to the public in the fields of endeavor for which adequate equipment has been provided".



Fiscal Year Highlights

There were 115 complaints received and adjusted in 1962-63 by departmental inspectors and 40 "orders to conform" issued. A total of 1,076,760 packages were inspected, of which 31,161 were found to be "light".

Following is a breakdown of 1962-63 inspections of weighing and measuring devices:

<u>Type</u>	<u>Sealed</u>	<u>Adjusted</u>	<u>Condemned</u>	<u>Confiscated</u>
Scales:				
Counter	2,057	145	58	3
Spring	3,280	399	29	8
Computing	6,280	687	103	7
Heavy Capacity . . .	1,928	349	187	9
Person Weighers . . .	290	167	64	2
Prescription (Drugs).	335	18	4	
Weights:				
Drug	11,413			30
Commercial	8,914	69		28
Measures:				
Retail Pumps	8,957	88	523	
Grease Meters	985			10
Lube Oil Meters . . .	259			
Yardage Meters . . .	76	2		4
Liquid Measures . . .	4,447	1		
Lube Oil Bottles . .	<u>943</u>	<u> </u>	<u> </u>	<u> </u>
Totals	<u>50,164</u>	<u>1,925</u>	<u>968</u>	<u>101</u>

Comparison of Workload Factors

	<u>1960-61</u>	<u>1962-62</u>	<u>1962-63</u>
Certificates Issued . .	14,489	13,891	13,764
Scales Tested	22,239	17,931	16,409
Weights Inspected . . .	24,367	17,602	20,454
Gas Pumps Inspected . .	8,354	7,172	9,568
Other Measuring Devices			
Tested	13,409	9,760	6,727
Containers Inspected. .	1,132,747	2,145,264	1,076,760

AGRICULTURAL COMMISSIONER

The Agricultural Commissioner heads the County Department of Agriculture. In such capacity he must plan and direct staff members in the proper enforcement of all provisions of the California State Agricultural Code and the City and County regulations which pertain to the office of the County Agricultural Commissioner. This includes inspection of fruits, vegetables, eggs, nuts, honey; also poultry and rabbit meats in wholesale and retail establishments; inspection of nurseries, seed firms and apiaries for diseases, insect pests and plant quarantine requirements; conducting of insect pest surveys and maintenance of various insect traps; and certification of agricultural products being exported to a foreign country to meet the requirements of freedom from pests and diseases.

The Agricultural Commissioner, under the California Disaster Plan, is designated as the County Food Administrator under the supervision of the California Director of Agriculture. One of his duties is to compile a food inventory of wholesale firms and private and public warehouses. This has been completed by this department. There are 160 such firms and warehouses in San Francisco. The information was placed on data processing cards and is available for use in time of disaster.

The export certification work has decreased due to the unstable conditions in various parts of the world, and will probably continue to do so.

The San Francisco Wholesale Produce Market divided into two markets in December, 1962, with a portion moving to a site in South San Francisco, and the balance remaining in San Francisco at the Washington Street site. This has curtailed our wholesale market inspections very little, as volume of produce received has not decreased significantly. The number of premises inspected has decreased, but there was an increase in the number of non-compliance warnings issued, and packages rejected.

The number of retail stores inspected as to fruit, vegetables, eggs, and poultry meat has decreased, due to our assuming the interstate plant quarantine inspection work without additional personnel.

The number of plants inspected for quarantine requirements has increased sixty-five percent over last year due to our assuming the work previously done by the California State Department of Agriculture.

Inspections at the Farmers' Market have decreased because the market went on a 5-day-week schedule. Previously it operated on a 6-day-week.

The new San Francisco Wholesale Produce Market at Islais Creek will open in October, 1963, as one of the most modern markets in the United States. This will enable us to make inspections more efficiently, and it will also facilitate our work.

This department will move its headquarters approximately October 1, 1963, to 1700 Jerrold Avenue near the new wholesale produce market in the Islais Creek area, after being located at our present location for over 30 years.

Revenue From 2 Sources:

Revenue received in 1962-63 consisted of \$3,300 from the State to augment the salary of the San Francisco Agricultural Commissioner, and \$2,606 from export certification fees.

In addition to the duties listed above, the Chief Administrative Officer has delegated to the Agricultural Commissioner the supervision of the Farmers' Market, including its functions and personnel.

Following is a comparison breakdown of inspection services provided:

	<u>1960-61</u>	<u>1961-62</u>	<u>1962-63</u>
<u>Wholesale Market:</u>			
Premises	65	65	50
Premises Inspected .	16,825	16,395	12,892
Rejection Tags . . .	1,107	1,388	1,830
Packages Rejected	65,633 + 29 tons	86,008	86,589 + 6½ tons
<u>Retail Stores:</u>			
Premises	2,132	2,140	2,144
Premises Inspected .	2,121	2,082	1,712
Rejection Tags . . .	77	116	182
Packages Rejected .	325	2,228	1,490
<u>Farmers' Market:</u>			
Premises	50	50	50
Premises Inspected .	15,400	15,350	12,450
Rejection Tags . . .	20	53	120
Packages Rejected .	1,779	2,001	10,248
<u>Seed:</u>			
Premises	161	161	162
Premises Inspected .	107	92	84
<u>Apiary:</u>			
Premises	--	--	1
Premises Inspected .	--	--	1
<u>Plant Quarantine:</u>			
Premises	215	225	230
Shipments Inspected	1,249	12,970	6,893
Plants Inspected	443,708	2,823,503	7,714,841

	<u>1960-61</u>	<u>1961-62</u>	<u>1962-63</u>
<u>Nurseries:</u>			
Premises	172	175	180
Premises Inspected .	187	203	188
<u>Export:</u>			
Certificates Issued	1,309	1,019	1,029
Packages Inspected .	231,118	138,920	131,591
<u>Wholesale Eggs:</u>			
Premises	22	22	21
Premises Inspected .	486	541	682
Dozens Inspected . .	649,178	763,615	809,179
Dozens Rejected .	129,681	155,992	161,231
<u>Retail Eggs:</u>			
Premises	2,120	2,125	2,128
Premises Inspected .	2,346	2,222	1,685
Dozens Inspected . .	395,826	562,609	315,136
Dozens Rejected .	29,247	27,458	24,078
<u>Poultry Meats:</u>			
Premises	920	926	930
Premises Inspected .	1,602	1,368	1,224
Packages Inspected .	73,319	71,528	53,610
Packages Rejected .	12,782	2,427	740
<u>Disposal Orders Issued</u>			
<u>On Wholesale Market:</u>			
Disposal Orders . .	2,314	2,092	2,075
Packages	58,089 +	67,495	517,078
	34 tons		

FARMERS' MARKET

The San Francisco Farmers' Market opened in August, 1943, during the war-time as an outlet for surplus and distressed crops from neighboring counties. Its first location was at Market Street and Duboce Avenue, and was operated by the farmers themselves. The City and County assumed management on August 1, 1944. The Farmers' market opened at its present location, 100 Alemany Boulevard on August 4, 1947, under a City Ordinance which authorized the Chief Administrative Officer to establish a Farmers' Market to be administered by him or by any department under his jurisdiction. It is now under the supervision of the Department of Agriculture.

The Farmers' Market Ordinance requires that fees charged shall be sufficient to pay the operating and maintenance costs of said market, and in addition thereto, repay to the City and County of San Francisco within a reasonable period, any capital expenditures appropriated for said Market. As of June 30, 1963, \$264,644.44 has been repaid to the City. This is \$20,761.43 in excess of the cost of the land and capital improvements at the Farmers' Market which amounted to \$243,883.01.

A "mortgage burning" ceremony was held in 1962 at the City Hall with Mayor George Christopher officiating.

The decrease in gross revenue for the year is the result of less tonnage being brought into the Market and fewer stalls being rented. This condition is the result of:

1. The unusually severe rains in the fall and winter of 1962-63 causing severe loss in agricultural products.
2. Less acreage under cultivation because small farmers are selling their farm land for sub-dividing.
3. The Market operating on a 5-day week, Tuesday through Saturday during 1962-63 and on a 6-day week, Monday through Saturday in previous years.

It is contemplated that increased sales can be promoted through more news releases to newspapers, radio and television stations, and other outlets.

The Market now operates on a five-day week, Tuesday through Saturday, from 7 a.m. to 6 p.m.

The Market celebrated its Twentieth Anniversary from August 8th to 13th, 1963. This period was proclaimed "Farmers' Market Twentieth Anniversary Week" by Mayor George Christopher.

The two principal events of the week were:

1. The re-enactment of the arrival of the first load of pears at the Market, on August 8th at the San Francisco Farmers' Market.
2. The Chamber of Commerce Luncheon at the Fairmont Hotel on August 13th in honor of the "Farmers' Market Twentieth Anniversary."

17th Year Summary:

The following is a summary of Farmers' Market revenues, operating expenses, capital costs, and stall and tonnage fees from 1946 through June 30, 1963:

Fiscal Year	Revenues	Operating Expenses	Excess Of Revenue	Stalls Rented	Tonnage
1946-1947	16,006.50	4,101.48	11,905.02	-	- *
1947-1948	19,748.00	14,747.81	5,020.19	15,428	6,085
1948-1949	26,287.50	15,285.47	11,002.03	17,267	10,668
1949-1950	32,190.50	12,458.77	19,731.73	20,895	11,695
1950-1951	20,601.50	21,231.69	-(630.19)	13,556	7,337**
1951-1952	29,363.50	21,651.73	7,711.77	14,431	8,156
1952-1953	33,403.25	18,374.48	15,028.77	18,726	8,813
1953-1954	37,423.50	18,670.37	18,753.13	20,662	9,497
1954-1955	37,916.25	18,661.35	19,254.90	21,495	9,481
1955-1956	35,142.00	17,675.67	17,466.33	20,755	7,927
1956-1957	34,812.06	18,454.77	16,357.29	20,584	8,019
1957-1958	34,844.00	19,148.69	15,695.31	20,659	7,694
1958-1959	40,934.00	22,475.18	18,458.82	22,712	6,885
1959-1960	46,850.75	19,583.62	27,267.13	22,128	6,806
1960-1961	47,159.50	20,708.90	26,450.60	22,461	6,651
1961-1962	41,769.75	25,129.64	16,640.11	21,012	5,675
1962-1963	38,763.75	20,232.25	18,531.50	18,683	5,244
	\$573,216.31	\$308,571.87	\$264,644.44	311,454	126,663

* Records are incomplete for fiscal year.

** Market closed from February to July due to construction of stalls.

The breakdown below summarizes the Farmers' Market capital expenditure program as of June 30, 1963. The City and County of San Francisco has been reimbursed for capital expenditures through the excess revenue each year.

Capital Expenditures:

Land	\$ 53,032.15	
Improvements	<u>190,850.86</u>	
Total		\$ 243,883.01

Revenue and Operating Expenses:

Revenues	573,216.31	
Less		
Operating Expenses	<u>308,571.87</u>	
		<u>264,644.44</u>
Excess of Net Revenue over		
Capital Expenditures		\$ <u>20,761.43</u>

RECOMMENDATIONS FOR THE FARMERS' MARKET

The following projects will be required for the safe and efficient operation of the market:

1. RE-ALIGNMENT OF THE EXIT AT THE WEST END OF THE MARKET.

The exit at the west end of the market is for one lane of traffic only. This exit should be re-aligned to permit two lanes of traffic to leave the Market at the same time and thereby relieve traffic congestion on busy days. The present condition is dangerous, as all traffic leaving the market must pass through this one-lane exit. The existing condition is dangerous to drivers of large trucks as the exit lane is too narrow and the turn is too short for these trucks.

2. ADDITIONAL COVERED STALL SPACE IS NEEDED.

The Market has 24 uncovered stall spaces. Each stall is 10 feet long and 9 feet deep, and is raised 18 inches above the sidewalk level. Eight stalls on the east end of the south row of stalls should be covered. The roof should be of wood, with wooden partitions to separate every two of these stalls, making two-stall units. The existing roof over other stalls in this row is re-inforced concrete, 10 feet above stall level, 11½ feet above sidewalk and 24 feet wide. The covering of these stalls is necessary to protect the produce from the sun. Vegetables dry out and fruit ripens and spoils quickly when stored without cover. Cover is also necessary during the rainy season. We do not have enough covered stalls to meet the present need.

1 2 3 4 5 6 7

1000000000

1000000000

1000000000

1000000000

1000000000

1

1000000000

1000000000

1000000000

1

1000000000

1000000000

1000000000

1000000000

1000000000

1000000000

1000000000

1000000000

1000000000

1000000000

1000000000

CITY AND COUNTY OF SAN FRANCISCO

Director of Finance and Records

September 4, 1964

Subject: 1963-64 Annual Report

Honorable Thomas J. Mellon
Chief Administrative Officer
City and County of San Francisco

Dear Mr. Mellon:

The annual report for the fiscal year ended June 30, 1964, covering the City and County departments and offices under the jurisdiction of the Director of Finance and Records, is respectfully submitted herewith, in accordance with provisions of Charter Section 20.

Subject to the approval of the Chief Administrative Officer, it is our duty to administer the services and activities of the Departments of Finance and Records, Weights and Measures, and Agriculture, which include the offices of County Clerk, Recorder, Registrar of Voters, Public Administrator, Public Guardian, Tax Collector, Records Center, Records Preservation Officer, Sealer of Weights and Measures, Farmers' Market and Agricultural Commissioner.

Separate reports for each of these offices are included herein, together with the statistical data requested by the Mayor in his letter of July 21, 1964. Each separate report was prepared by the office head concerned. The Records Preservation Officer report was prepared by the Director of Finance and Records in accordance with provisions of Ordinance No. 126-62.

Our second "Inventory of Essential Records" was submitted in December, 1963. This report showed that only 4.5 per cent of the 31,098 cubic feet of records classified as essential had been safeguarded against possible disaster by a preservation copy, either on microfilm or on paper. However, some progress is being made. Funds were appropriated during 1963-64 to make microfilm copies of all the Board of Supervisors' journals, original ordinances and resolutions. One set of microfilm copies will be placed in security storage in our underground microfilm vault. The other will be used for reference purposes in the Supervisors' office.

During 1963-64, we continued our work on converting the property tax collection procedures to mechanical computer means. This project is being carried out in cooperation with the Assessor, Treasurer and Controller.

Still in the discussion stage is possible conversion of two other manual procedures to computer application. These are the use of voter registration certificates, and the compiling of the Recorder's index. Such an index would be in printed form, rather than in handwriting, and would be alphabetical, as opposed to the "Cott" system.

We have continued to study and implement suggestions made in the "Blyth-Zellerbach Report on Modern Management for San Francisco." During the past six years we have reduced our operating personnel without impairing services we render. In fact, we have increased our services, as the following reports indicate, and revenues from fees now equal nearly half of total expenditures. Several of our offices more than pay their own way from fees. These are: County Clerk, Recorder, Public Administrator and Farmers' Market.

The Public Guardian function, in effect since July, 1960, established an amazing record in 1963-64 by returning in excess of \$600,000 to the City and County in direct and indirect benefits, at a cash outlay of less than \$25,000. This has been accomplished as an extra dividend, the program's main purpose being to help incompetents who are unable to manage their own affairs and who have no relatives or friends to aid them. This program also has helped to relieve overcrowded conditions in City and County institutions by removing many wards of the Public Guardian to private rest homes. The number of wards cared for must be restricted to not more than 250, however, because of staff limitations.

There were many personnel shifts during the fiscal year. Among the office heads the only change was Pierce Murphy who replaced John Riordan as Superintendent of the Records Center. The Director is pleased with the high response from employees in taking the in-service training courses, as well as outside improvement classes, notably the U.C. Extension "Certificate in Public Administration" series which was brought to City Hall at our instigation.

Owing to the possibility of the State acquiring Fort Funston for park development, our plans for improving the underground gun ammunition tunnel there for a permanent Records Center have been temporarily shelved. Funds were approved in the 1963-64 budget to complete plans for converting the old underground Battery Davis at Fort Funston for a permanent disaster-proof records center. The City Architect studied the feasibility of this facility and reported "it would be hard to find a more secure structure" and stated that the cost to acquire such a structure in its present form "would exceed \$1,000,000". The walls and ceilings are of 4-foot thick reinforced concrete. As an underground vault, it has storage capacity for 40,000 cubic feet of records, either in the form of paper or microfilm, plus working area and reference room space.

The feasibility study noted that not only is the Fort Funston facility "very well protected from the elements and possible disasters", but also would afford a more efficient Records Center operation because the "one-level layout would allow the staff to maintain an orderly 'weeding out' process" and "it will also allow for an accelerated microfilming operation". This facility is made to order for the preservation of essential records, as well as lower priority storage of old records. One of our most serious needs is establishing a low-cost, permanent storage place for old records, one that is fire-proof, earthquake-proof and bomb-proof. The tunnel development at Fort Funston, if realized, would provide such a facility.

Other objectives include better space utilization and modernization in the offices of Registrar of Voters and Tax Collector. A long-time need for a tank truck meter testing facility appears no nearer to a solution. The space problem for the Public Guardian's office was solved during the fiscal year by providing new, well-lighted quarters on the second floor of City Hall. Funds have been provided and plans prepared for moving the Marriage License Bureau to the Recorder's Office, where marriage licenses are recorded and certified copies issued. This will be a convenience to the public.

The "backlog" project of microfilming documents on file with the Recorder -- chiefly property deeds -- is approximately one-fourth completed. Current filings, since 1959, have been microfilmed as received, and the 1906 to 1948 documents are being filmed with available personnel. Consideration is being given to a "crash" project to speed up the job. All documents remaining in paper form could be lost in event of a Recorder's Office fire.

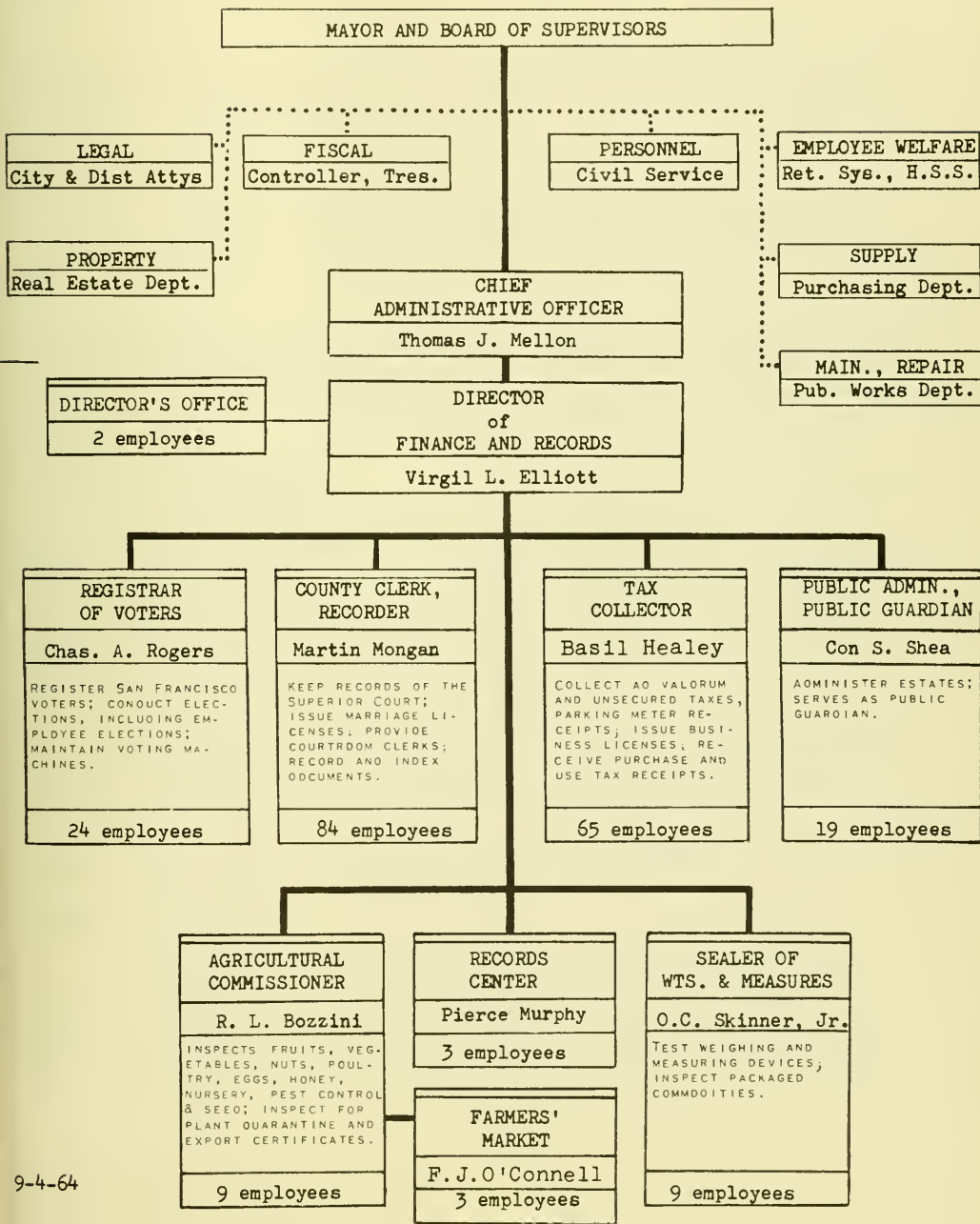
Very truly yours,

Virgil L. Elliott

VIRGIL L. ELLIOTT
Director

ORGANIZATION CHART -- DIRECTOR OF FINANCE AND RECORDS

City and County of San Francisco, California



RECORDS PRESERVATION OFFICER

San Francisco's Records Preservation program went into operation in December, 1962, under provisions of Board of Supervisors' legislation intended to prevent another wholesale loss of important City and County documents such as occurred in the 1906 earthquake and fire.

Ordinance No. 126-62 declare that "public interest demands that various City and County records which would be essential to the continuity of government and the protection of rights and interest of individuals in event of a major disaster be preserved against possible destruction by fire, earthquake, flood, enemy attack or other cause".

Incorporated into the Administrative Code as Sections 8.9 through 8.11, this ordinance names the Chief Administrative Officer, or the head of any department under his jurisdiction as designated by him, to serve as Records Preservation Officer. The Chief Administrative Officer delegated this duty to the Director of Finance and Records.

Under provisions of the ordinance, the Records Preservation Officer "shall recommend to the Mayor and the Board of Supervisors a program for the selection and preservation of essential City and County records, shall advise and assist in its establishment and maintenance, and shall recommend the place and manner of safekeeping of essential records and preservation of duplicates".

Annual Report Is Submitted

On the first Monday in December each year, the Records Preservation Officer is required to submit to the Mayor and the Board of Supervisors a written report containing recommendations as to which City and County records should be designated as essential and preserved against a major disaster. In addition, he is required to file a follow-up report "on the status and progress of the records preservation program, together with recommendations for making such revisions as deemed necessary to keep the inventory of essential records current, accurate and complete".

The report submitted December 2, 1963, classified 31,098 cubic feet of City and County records as essential within the meaning of Ordinance 126-62. However, only 1,398 cubic feet, or 4.5 per cent, had been safeguarded by a preservation copy, either on microfilm or on paper.

In other words, 95.5 per cent of the City's and County's essential records would be lost if the original copy were destroyed.

Progress Is Being Made

Fortunately, some steps have been taken to preserve vital records. First came the State requirement that the original copies of all birth, marriage and death certificates be sent to Sacramento for safekeeping and reference. Secondly, during World War II, when bombing of our city by the enemy was a possibility, most departments had their then current important records placed on microfilm which was stored in the Records Center's under-

ground vault. A few departments at that time microfilmed important records dating back to 1906.

More recently, microfilming was begun of documents filed with the Recorder (in 1959) and of selected County Clerk's documents, including wills, judgments and decrees (in 1960). A project to microfilm the Recorder's documents back to 1906 is under way. The Retirement Board has microfilmed its important records. The Bureau of Sewer Repair has microfilmed many records up through the mid-fifties. Security copies of these filmed documents are stored in the Twin Peaks Vault. Funds to microfilm all the journals and original ordinances and resolutions of the Board of Supervisors was approved in the 1964-65 budget. When completed, a security set of microfilm copies will be placed for safekeeping in the Record Center's underground vault. Another set will be kept in the Supervisors' office, where a microfilm viewer will project an enlarged copy on a screen, or make a copy, whenever desired.

Recommended Methods

The Records Preservation Officer continues to recommend that all departments request the funds necessary, or otherwise provide for protection of essential records in their custody through one of the following methods:

A -- A duplicate copy should be made of the original document; with either the duplicate or the original remaining in use at its customary location, and the other being stored in a disaster-proof underground vault, or at a "dispersal" location.

B -- Upon determining that it is important to provide for a preservation duplicate, and further that the original record is not frequently used, the original should be stored in the disaster-proof, underground vault or at a "dispersal" location, as the "preservation" copy.

The Records Preservation Officer will assist in whatever way possible in the developing of records preservation programs. Funds required for such activities may be requested by the various departments, offices, boards and commissions through the usual budgetary channels.

The 1963-64 "Inventory of Essential Records" begins on the next page.

INVENTORY OF ESSENTIAL RECORDS

City and County
San Francisco, California

as of December 2, 1963

(In the three center columns below, volume is expressed in cubic feet for both paper and microfilmed records. TDE means the Total (volume in cubic feet) Designated as Essential. SPC indicates the amount currently that is Safeguarded by a Preservation Copy, either on paper or on microfilm. NPC means the amount for which there is No Preservation Copy.)

(In the right-hand column, the recommended method for making preservation copies is given. A means that a duplicate copy would be made of the original document; with either the duplicate or the original remaining in use at its customary location, and the other being stored in a disaster-proof underground vault, or at a "dispersal" location. B means that upon determining that it is important to provide for a preservation duplicate, and further that the original record is not frequently used, the original would be stored in the disaster-proof underground vault or at a "dispersal" location, as the "preservation" copy.)

Dept., Office, Board or Com- mission	General Description of Records	Volume--Cu. Ft.			Present Location	Suggested Preservation Method
		TDE	SPC	NPC		
ADULT PROBATION	Probationers Index	9	-	9	H of J	A & B
	Trust funds, open cases	1	-	1	H of J	A
	Board minutes	1	-	1	H of J	A
AIRPORT	Plant ledgers	1	-	1	SFIA	A
	Notice to airmen	1	-	1	SFIA	A
ART COMM.	Bound minutes, 28 vols.	2	-	2	100 Larkin	A
ASSESSOR	Real property	105	1	104	101 CH/Twn.Pks.	A
	Personal property	198	-	198	101 CH	A
	Boats	20	1	19	101 CH/Twn.Pks.	A
	Veteran	12	-	12	101 CH	A
BOARD OF EDUCATION	Legal - claims to state, contracts, etc.	105	1	104	135 VN/Twn.Pks.	A
	Board minutes	3	1	2	135 VN/Twn.Pks.	A
	Students	3	2	1	135 VN/Twn.Pks.	A
	Teachers	2	1	1	135 VN/Twn.Pks.	A
BOARD OF SUPERVISORS	Ordinances	21	-	21	234 CH	A
	Resolutions	9	-	9	234 CH	A
	Indexes	2	-	2	234 CH	A
	Board minutes and municipal reports	23	-	23	234 CH	A & B

Dept., Office, Board or Com- mission	General Description of Records	Volume--Cu. Ft.			Present Location	Suggested Preservation Method
		TDE	SPC	NPC		
CHIEF ADMIN. OFFICER	Pub. and Adv. contracts	1	-	1	289 CH	A
CITY ATTORNEY	Recent litigated cases	580	-	580	206 CH	A & B
	Active administrative files	26	-	26	206 CH	A
	Registers of actions	8	-	8	206 CH	A
CITY PLANNING	Commission minutes	3	1	2	100 Larkin/ Twin Peaks	A
	Land use maps	1	1	-	Twin Peaks	-
	Sanborn Maps	1	1	-	Twin Peaks	-
	Zoning	115	-	115	100 Larkin/ 150 Otis	A & B
	Planning	38	-	38	100 Larkin	A & B
	Administrative	21	-	21	100 Larkin	A
	Historical	17	-	17	100 Larkin	B
CIVIL SERVICE	Examinations	820	-	820	154 CH	A
	Certification	102	-	102	151 CH	A
	In-service Training	2	-	2	151 CH	B
	Payroll	81	1	80	151 CH	A & B
	Minutes, legal	101	-	101	151 CH/150 Otis	A
	Standardization	92	-	92	5 CH	A
CONTROLLER	Fiscal - budget, payroll, etc.	7000	1	6999	109 CH/150 Otis	A & B
deYOUNG MEMORIAL MUSEUM	Legal records, minutes	16	1	15	Museum/150 Otis	A
DISASTER CORPS	Matching funds documents	6	-	6	H of J	A
DISTRICT ATTORNEY	Active aid to needy children cases	107	-	107	H of J	A
	Family relations index	20	-	20	H of J	A
	Active prosecution cases	25	-	25	H of J	A
ELECTRICITY	Maps of underground police and fire cables	2	-	2	276 G.G. Ave.	A

Dept., Office, Board or Com- mission	General Description of Records	Volume--Cu. Ft.			Present Location	Suggested Preservation Method
		TDE	SPC	NPC		
FINANCE AND RECORDS	Director's records	1	-	1	170 CH	A
	Recorder's documents	3460	7	3453	167 CH	A
	Recorder's documents indexes	65	1	64	167 CH	A
	Recorder's Liz Pendens	38	-	38	167 CH	A
	Marriage certificates and indexes	500	400	100	167 CH	-
	Secured tax rolls	660		660	107 CH/150 Otis	A & B
	Business licenses	10	1	9	107 CH/Twn.Pks.	A
	Public Administrator active estates	176	-	176	375 CH	A
	Superior Court registers of actions and indexes	620	-	620	317 CH/Youth Guidance Cent./H of J	A
	Superior Court cases, last 10 years	1900	-	1900	317 CH/Base- ment CH	A
	Statements of votes, municipal elections	135	-	135	158 CH	B
FIRE DEPT.	Commission minutes	35	-	35	2 CH	A
HEALTH SERVICE SYSTEM	Membership records	20	-	20	450 McAlstr.	A
	Medical claims cover pages	26	-	26	450 McAlstr.	A
	IBM membership cards	20	-	20	450 McAlstr.	A
HETCH HETCHY	Water resources	11	-	11	425 Mason/ 150 Otis	A & B
	Financial	3	-	3	425 Mason	A & B
	Contracts	1	-	1	425 Mason	A
	Deeds, etc.	19	-	19	425 Mason	A
	Raker Act	3	-	3	425 Mason	A
	Lands and Rights-of-Way	8	-	8	425 Mason	A
	Engineering drawings	1	-	1	425 Mason/ Twin Peaks	A & B
	Engineering, project records	40	40	-	Moccasin Power	A
HOUSING APPEALS	Minutes	1	-	1	254 CH	A
HOUSING AUTH.	Board minutes	16	-	16	440 Turk	A
	Lease documents	40	-	40	440 Turk	A

Dept., Office, Board or Com- mission	General Description of Records	Volume--Cu. Ft.			Present Location	Suggested Preservation Method
		IDE	SPC	NPC		
FINANCE AND RECORDS	Director's records	1	-	1	170 CH	A
	Recorder's documents	3460	7	3453	167 CH	A
	Recorder's documents indexes	65	1	64	167 CH	A
	Recorder's Liz Pendens	38	-	38	167 CH	A
	Marriage certificates and indexes	500	400	100	167 CH	-
	Secured tax rolls	660		660	107 CH/150 Otis	A & B
	Business licenses	10	1	9	107 CH/Twn.Pks.	A
	Public Administrator active estates	176	-	176	375 CH	A
	Superior Court registers of actions and indexes	620	-	620	317 CH/Youth Guidance Cent./H of J	A
	Superior Court cases, last 10 years	1900	-	1900	317 CH/Base- ment CH	A
	Statements of votes, municipal elections	135	-	135	158 CH	B
	Commission minutes	35	-	35	2 CH	A
	Membership records	20	-	20	450 McAlstr.	A
	Medical claims cover pages	26	-	26	450 McAlstr.	A
	IBM membership cards	20	-	20	450 McAlstr.	A
FIRE DEPT.	Water resources	11	-	11	425 Mason/ 150 Otis	A & B
	Financial	3	-	3	425 Mason	A & B
	Contracts	1	-	1	425 Mason	A
	Deeds, etc.	19	-	19	425 Mason	A
	Raker Act	3	-	3	425 Mason	A
	Lands and Rights-of-Way	8	-	8	425 Mason	A
	Engineering drawings	1	-	1	425 Mason/ Twin Peaks	A & B
	Engineering, project records	40	40	-	Moccasin Power	A
	Minutes	1	-	1	254 CH	A
	Board minutes	16	-	16	440 Turk	A
HOUSING AUTH.	Lease documents	40	-	40	440 Turk	A

Dept., Office, Board or Com- mission	General Description of Records	Volume--Cu.Ft.			Present Location	Suggested Preservation Method
		TDE	SPC	NPC		
JUVENILE PROBATION	Trust funds, accounts receivable	4	-	4	Y.Guid. Cent.	A
	Board minutes	1	-	1	Y.Guid.Cent.	A
LEGION OF HONOR	Trustee minutes	1	1	-	Undergrnd Vault	-
MUNICIPAL COURT	Court cases, last 10 years	1065	-	1065	H of J/CH/ 150 Otis	A
	Registers of actions, indexes and minute books	762	-	762	CH/H of J/ 150 Otis	A
	Active traffic fines	390	-	390	H of J/150 Otis	A & B
	Record of Exhibits	1	-	1	H of J	A
MUNICIPAL RAILWAY	Plant ledgers	4	-	4	949 Presidio	A
	Contracts, leases	2	-	2	949 Presidio	A
	Farebox change records	4	-	4	949 Presidio	A
	Computer programs	18	-	18	949 Presidio	A
	Claimant's index cards	4	-	4	949 Presidio	A
	Master cross index cards	3	-	3	949 Presidio	A
PARKING AUTHORITY	Authority minutes	2	-	2	450 McAlstr.	A
PERMIT APPEALS	Minutes, board meetings	2	-	2	227 CH	A
POLICE DEPT.	Commission minutes	36	-	36	H of J	A
PUBLIC HEALTH	Birth certificates	610	500	110	101 Grove	-
	Death certificates	530	430	100	101 Grove	-
	Mental health	1	-	1	101 Grove	A
	Active hospital medical cases	1500	-	1500	SFGH	A & B
PUBLIC LIBRARY	Commission minutes	6	-	6	Main Library	A
PUBLIC WORKS	DPW minutes	96	-	96	255 CH	A
	Orders	75	-	75	255 CH	A
	Contracts	350	-	350	255 CH	A & B
	Non-duplicated accounting records	636	-	636	255 CH/ 2323 Army	A

Dept., Office, Board or Com- mission	General Description of Records	Volume--Cu. Ft.			Present Location	Suggested Preservation Method
		TDE	SFC	NPC		
PUBLIC WORKS (Continued)	Architecture	1420	-	1420	265 CH/45 Hyde	A & B
	Engineering	605	5	600	355 CH/McLaren Lodge	A & B
	Industrial waste disposal	2	-	2	1700 Jerrold	A
	Building inspection	143	-	143	450 McAlstr.	A
	Building permits	3100	-	3100	450 McAlstr.	A
	House numbers	37	-	37	450 McAlstr.	A
PUC GENERAL OFFICE	Commission minutes	12	-	12	287 CH	A
	Index to minutes	3	-	3	287 CH	A
PURCHASER	Purchase order register	2	-	2	273 CH	A
	Contracts	1	-	1	270 CH	A
	Equipment inventory	6	-	6	15th & Harr.	A
	Auto control	2	-	2	15th & Harr.	A
	Service agreements	1	-	1	270 CH	A
REAL ESTATE	Property	19	-	19	450 McAlstr.	A
	Unrecorded active leases, agreements	2	-	2	450 McAlstr.	A
RECREATION- PARK	Commission minutes	10	-	10	McL. Lodge	A
	Legal documents	4	-	4	McL. Lodge	A
REDEVELOPMENT	Minutes	1	-	1	Hibernia Bank	A
	Legal documents	2	-	2	Hibernia Bank	A
RETIREMENT SYSTEM	Membership	80	-	80	450 McAlstr.	A
	Active tab cards	60	-	60	450 McAlstr.	A
	Compensation	115	-	115	450 McAlstr.	A
	Miscellaneous	20	-	20	450 McAlstr.	A
SHERIFF	Jail inmates	3	-	3	331 CH	A
TREASURER	Bonds pledged as collateral \$213,000,000, Retirement System bonds \$289,000,000, Treasurer's correspondence	16	-	16	110 CH	A & B
	Teller's reports	8	-	8	110 CH	A & B
	Inheritance tax records	8	-	8	110 CH	A & B
	Accounting records, reports, etc.	8	-	8	110 CH	A & B

Dept., Office Board or Com- mission	General Description of Records	Volume--Cu. Ft.			Present Location	Suggested Preservation Method
		TDE	SPC	NFC		
WAR MEMORIAL	Trustee minutes	7	-	7	Vets Bldg.	A
WATER DEPT.	Service records - map					
	books, connections	40	-	40	425 Mason	A
	Service - tap books					
	by streets, also					
	numerical	8	-	8	425 Mason	A
	Engineering records	10	-	10	425 Mason	A & B
	Contracts	10	-	10	425 Mason	B
	Project specifications	20	-	20	425 Mason	B
	Property valuation					
	books	1	-	1	425 Mason	B
	Deed records	100	-	100	425 Mason	B
	Water rights, etc.	15	-	15	425 Mason	A
	Plant ledgers	10	-	10	425 Mason	A
WELFARE	Commission minutes	6	-	6	585 Bush	A
	Current recipient					
	card records	46	-	46	585 Bush	A
	Active case records	1520	-	1520	585 Bush	A
T O T A L S		31098	1398	29700		

RECORDS CENTER

The Records Center was established 13 years ago by ordinance of the Board of Supervisors. This ordinance, now comprising Chapter 8 of the San Francisco Administrative Code, authorizes the Chief Administrative Officer to establish, maintain and operate within a department under his jurisdiction a Records Center for "the orderly storage, care, management and safeguarding of storage records of the departments and offices of the City and County and of the San Francisco Unified School District." The Chief Administrative Officer has delegated to the Director of Finance and Records the authority to administer the operations and personnel of the Records Center. A Principal Clerk and two Clerks comprise the Center's staff.

Under provisions of the Administrative Code, services of the Records Center are provided without charge, including storage boxes, transportation of boxes and reference services. Paper records are stored at 144 Townsend and 930 Bryant Streets, where the combined capacity is 35,000 cubic feet (storage boxes), and at the old Municipal Railway streetcar barn, Geary Boulevard and Masonic Avenue, where not more than 6,000 cubic feet can be stored.

Microfilm records are stored in the underground vault beneath the Municipal Railway's Forest Hill Station. Microfilm images are on 100-foot, 16 mm reels and placed in cartons 2"x 4" x 1" in size. These cartons are stored in fireproof metal safes which have combination locks.

Moving Of The Records Center

During February and March, 1964, the Records Center was moved from 150 Otis Street, where it had been for the past thirteen years. Of approximately 21,000 cubic feet of paper records at 150 Otis Street, 11,000 (the most active records) were moved to the new leased headquarters at 144 Townsend Street. The remainder of 10,000 cubic feet of inactive records (including almost all the large bound volumes and approximately 5,000 boxes) were moved to a city-owned warehouse at 930 Bryant Street.

At the same time that this move was made from 150 Otis Street, other Records Center material (4,112 boxes from the basement of City Hall; 1,805 boxes from the Geary Street Car barn) was also moved to 144 Townsend Street.

All boxes at 150 Otis Street (approximately 16,000) were renumbered for this move. Inactive records (about 5,000 boxes) were numbered using red numbers and moved to 930 Bryant Street. Active records (about 11,000 boxes) were numbered using green numbers and moved to 144 Townsend Street. A control book of "Replacement Check Sheets" was set up at this time, indicating the original Otis Street numbers, together with the new red or green number assigned to each box.

RECORDS IN STORAGE AS OF JUNE 30, 1964

<u>Department</u>	<u>Microfilm (100' Reels)</u>	<u>Paper Records (Cubic Feet)</u>	<u>1963-1964 References</u>
Adult Probation		268	149
Art		16	0
Assessor.	38.5	74	9
Board of Supervisors.		221	27
Calif. Palace of Legion of Honor.3		0
Chief Administrative Officer.		3	0
City Attorney		698	47
City Planning	16.5	74	38
Civil Service	7.8	574	197
Controller	17.6	6,225	90
DeYoung Museum.8		0
District Attorney		26	0
Electricity	3.3		0
Fair Employment		4	0
Finance & Records:			
County Clerk (Superior Court)	55.5	12,628	13,733
Recorder.	1,806.0	195	0
Registrar of Voters		27	0
Public Administrator.		348	44
Tax Collector	7.8	357	21
Health Service System		392	9
Law Library	6.0		0
Mayor		12	0
Municipal Court	55.0	3,182	5,308
Public Defender		107	0
Public Health:			
Children's Services		125	264
City Clinic		311	1,208
Laguna Honda Home		245	13
Other health services	15.0	331	422
S. F. General Hospital.		1,918	132
Public Utilities:			
Airport	1.5		0
Bur. of Light, Heat and Power	2.5	81	9
General Office P.U.C.		31	0
Hetch Hetchy.	15.0	343	48
Municipal Railway	3.5		0
Water	74.0	171	0
Public Welfare.		29	0
Public Works:			
Army Street Office.		211	0
Engineering Office.		146	30
Main Office	55.8	41	0
Sewer Repair Division		3	0
Purchasing.		1,023	145
Real Estate		105	5
Recreation and Park	6.5		0
Retirement System	16.5	83	0
Schools	416.5		0
Sheriff	3.8	896	10
Superior Court (Sec'y. Records)	2.3		0
Youth Guidance Center		162	23
TOTALS	2,628.0	31,686	21,981

COUNTY CLERK

The County Clerk's Office serves as the ministerial arm and office of record of the Superior Court of the City and County of San Francisco. In addition, certain statutory indices are maintained, the principal ones being the Corporation index, the Partnerships and Fictitious Names index, and the index of Notaries Public. Marriage licenses are issued by this office. Branch offices are maintained at the Hall of Justice, the Youth Guidance Center and at San Francisco General Hospital.

Next year the Marriage License Bureau will be moved from the third floor to the first floor of the City Hall. It will occupy the area in the front section of the Recorder's Office. This will make it more accessible to the public.

The third floor main office of the County Clerk will be revamped to accommodate the Probate Court and the probate commissioner's office. The present floor space will be more efficiently utilized under the proposed arrangement.

The Superior Court has revised its method of handling the probate calendar, which will conform to prevailing practice in other metropolitan counties. Two Commissioners hear the routine cases formerly assigned to a Superior Judge. This has necessitated assigning an additional court clerk to the commissioners in this division.

<u>3 Year Summary Comparison</u>	<u>1961-62</u>	<u>1962-63</u>	<u>1963-64</u>
Superior Court Proceedings:			
Civil actions and petitions	10659	10483	11289
Probate petitions	3761	3950	3836
Criminal actions	2098	1951	2054
Juv.petns. no. of children	2308	2452	2659
Psychiatric petitions	3721	3342	3853
Appeals	130	109	114
Marriage licenses issued	6704	6921	7201

Detailed operations of the various divisions of the County Clerk's Office are shown below:

Cashier's Division

The revenue from fees collected in 1963-64 increased from \$249,833 to \$258,481. A comparison statement of fee revenue follows:

	<u>1961-62</u>	<u>1962-63</u>	<u>1963-64</u>
Probate Department	\$ 84,505	\$ 87,123	\$ 84,454
General Department	115,191	113,418	122,298
Civil Department	42,962	41,434	44,097
Marriage License Department	6,704	6,921	7,203
Professional Registrations	<u>471</u>	<u>456</u>	<u>429</u>
Total Office Fees	\$249,833	\$249,352	\$258,481

	<u>1961-62</u>	<u>1962-63</u>	<u>1963-64</u>
Fines, Law Library Fees and Collections for Other Departments:			
Marriage License Fees to Recorder	\$ 6,704	\$ 6,921	\$ 7,203
Juvenile Court Fines	3,032	1,680	744
Juvenile Court Traffic Fines	6,896	6,488	12,335
Juv.Ct.Tr.Fines to State Treas. (Sec. 42050 Vehicle Code)	701	-	-
Crim. Dept. Fines and Forfeitures	53,307	75,757	85,449
Peace Officers Training Fund	2,344	3,425	4,555
Narcotic Fines to State Treas. (Sec.11681 Health & Safety Code)	3,000	-	-
Payments to State Dept.of Pub.Health (Sec.26859 Govt. Code)	683	1,042	1,273
Law Library Fees	62,070	61,407	65,007
Sup.Ct. Reporters Salary Fund	<u>205,575</u>	<u>200,514</u>	<u>214,653</u>
Total Fees and Fines Collected	\$594,145	\$606,586	\$649,700
Trust Fund Deposits:			
Civil Court Deposits & Jury Fees	500,342	1,661,989	1,168,626
Criminal Bail Deposits,Cash & Bonds	<u>29,462</u>	<u>24,876</u>	<u>4,400</u>
Total Money Collected	<u>\$1,123,949</u>	<u>\$2,293,451</u>	<u>\$1,822,726</u>
Exempt Services. No Fees Collected <u>General Division</u>	<u>\$25,146</u>	<u>\$24,729</u>	<u>\$26,941</u>

New Civil actions filed during the past fiscal year totaled 11,289 compared with 10,483 in 1962-63. A breakdown of actions filed, follows:

Civil Actions	10,659	10,483	11,289
Adoptions	379	374	369
Certificates of Incorporation	1,123	983	1,038
Cts. of Copartnership & Fic.Names	1,061	1,109	1,186
Official and Notarial Bonds	1,002	1,073	1,070
Oaths of Office	1,283	1,301	1,411

Following is a breakdown by character of civil actions filed:

\$3,000 or under	34	10	-
Over \$3,000 to \$5,000	100	47	28
More than \$5,000	4,765	4,728	5,278
Divorce	3,198	3,108	3,160
Annulment	490	488	518
Separate Maintenance	228	222	213
All Other Actions	<u>1,844</u>	<u>1,880</u>	<u>2,092</u>
Totals	10,659	10,483	11,289

1961-621962-631963-64Civil Division

Disposition of Civil Actions:

Judgts. by Jury on Verdict	289	287	367
Judgts. Misc. after Ct. Hearings	1,826	1,580	1,694
Judgts. on Default	135	76	75
Dismissals by Parties	3,370	3,521	3,413
Trsfrd. to other Jurisdictions	243	190	270
Sep. Maint. Judgts. Grtd.	33	32	42
Annulments of Marriage Grtd.	421	414	418
Interloc. Decrees of Div. Grtd.	2,448	2,338	2,413
Final Decrees of Div. Grtd.	2,161	2,243	2,174
Orders of Adoption	368	201	318

Appeals to District and Supreme
Courts from Superior Court

217	219	224
-----	-----	-----

Appeals Disposed of:

Affirmed	44	62	66
Modified	4	2	4
Reversed	24	23	25
Dismissed	39	54	49

Probate Division

New Estate and guardianship proceedings amounted to 3836 compared with 3950 for the previous fiscal year.

Probate Proceedings Filed:

Testate	1,846	2,017	1,982
Intestate	1,231	1,236	1,226
Missing Persons	5	2	-

Guardianship Proceedings Filed:

Minor	162	201	163
Incompetent	507	464	349
Conservator	8	30	116

Letters Issued:

Testamentary	1,602	1,732	1,771
Administration	1,032	995	938
Administration with Will Annexed	309	337	301
Special	151	186	237
Guardianship	708	647	507
Conservator	11	33	105

Criminal Division

Three Courts hear criminal matters daily at the New Hall Justice.
Statistics below are based on number of defendants:

	<u>1961-62</u>	<u>1962-63</u>	<u>1963-64</u>
New Actions filed	1,901	1,951	2,054
Informations	1,459	1,513	1,514
Indictments	335	322	374
Cert.fr.Muni.Ct.for Judgt.	35	24	26
Cert.fr.Muni.Ct.for Hearing on Sexual Psychopathy	14	12	9
Pets. for Cert. of Rehabilitation	2	7	7
Cert.fr.Muni.Ct.for hearing on Present Sanity	51	55	111
Cert.fr.Muni.Ct.to determine Narcotic addiction	5	12	13

Disposition of Cases:

Convicted after Pleas of Nolo Contendere			6
Convicted after Pleas of Guilty	1,119	1,214	1,362
Convicted after Court Trials	348	338	356
Convicted after Jury Trials	84	89	94
Dismissed	160	177	197
Transferred to other Jurisdictions	5	10	9
Acquitted after Court Trials	97	94	131
Acquitted after Jury Trials	14	42	30
Sentenced to County Jail	427	411	395
Sentenced to State Prison	315	289	280
Judgements of Death	2	2	-
Sentenced by Fines	5	5	8
Committed to Youth Authority	78	67	59
Committed as Sexual Psychopaths	8	19	8
Committed as Insane	37	30	68
Prob.Grtd.,inc.Conditional Prob.	671	769	932
Certs. of Rehabilitation Granted	4	4	7
Committed re: Narcotic Addiction	12	59	74

Fines and Bail Forfeitures Collected:

Fines and Assessments	\$50,474	\$62,432	\$56,263
Bail Forfeitures	10,000	13,750	24,500

Writs of Habeas Corpus issued:	25	35	28
--------------------------------	----	----	----

Appeals to State Appellate Court:

Pending at beginning of Year	68	65	51
Filed during the Year	58	44	70

Disposition of Appeals:

Affirmed	33	29	21
Reversed	1	13	7
Dismissed	26	13	11
Pending	65	51	75
Abandoned	-	2	1
Modified	1	1	6

Coroner's Transcripts Filed	328	287	281
-----------------------------	-----	-----	-----

Juvenile Court Division

The Juvenile Court meets every day at the Youth Guidance Center, 375 Woodside Avenue, San Francisco, Calif. Statistics follow:

	<u>1961-62</u>	<u>1962-63</u>	<u>1963-64</u>
Petitions Filed:			
Ptns. for Comm. of Dependent children.	413	461	481
Number of children.	686	793	823
*Suppl. ptns filed on Dependent children	-	1,252	1,369
Ptns. filed on Delinquent children	1,622	1,659	1,836
Number of children	1,622	1,659	1,836
*Suppl. ptns. filed on Delinquent children	-	905	928
*Supplemental petitions not required prior to changes in law effective 1962.			

Juvenile Traffic Hearings:

Moving violations	4,341	4,101	5,361
Fines Collected	\$6,896	\$6,488	\$12,850

State Hospital Court Division

The State Hospital Court meets at 9:30 AM every day at San Francisco General Hospital, 2450 Twenty-second street. The Courtroom clerk is in attendance from 8 AM to 5 PM each day.

	<u>1961-62</u>	<u>1962-63</u>	<u>1963-64</u>
Alleged Insane Persons:			
Examinations	1,644	1,767	2,049
Committed to State Hospitals	1,294	1,429	1,592
Examined and discharged	350	338	457
Intemperance and Use of Drugs:			
Examinations	2,051	1,529	1,786
Committed to State Hospitals	1,788	1,299	1,546
Examined and Discharged	263	226	240
Feeble Minded:			
Examinations	26	46	18
Comm. to Homes for Feeble Minded	26	46	18

Appellate Division

Three judges of the San Francisco County Superior Court appointed by the Chairman of the Judicial Council, sit each Friday morning as the Appellate Department of the Superior Court. Appeals from the Municipal Court, Criminal or Civil, are heard by the Appellate Division. Appeals from the Small Claims Court are tried de novo.

	<u>1961-62</u>	<u>1962-63</u>	<u>1963-64</u>
Civil Appeals from Muni Ct:			
Filed during the year	74	52	44
Disposition of Appeals:			
Affirmed	37	28	30
Modified	5	1	2
Reversed	18	7	19
Dismissed	14	4	7
Rehearings Denied	12	1	5
Under Submission or Pending	15	13	2
Criminal Appeals from Muni Ct:			
Filed during the year	30	22	34
Disposition of Appeals:			
Affirmed	10	14	24
Reversed	15	5	8
Dismissed	1	2	2
Pending	19	11	8
Modified	-	-	1
Abandoned	1	1	3
Appeals from Small Claims Court	36	35	36
Disposition of Small Claims Appeals:			
Affirmed	21	21	21
Reversed	8	12	12
Dismissed	5	6	6
Under Submission or Pending	10	1	3

License Division

Marriage licenses issued in 1963-64 totaled 7201 or 280 more than the previous fiscal year. There were 2174 decrees of divorce entered, or 69 less than in 1962-63.

Marriage Licenses Issued	6704	6921	7201
Professional Registrations	217	228	182

RECORDER
1963-64

The Recorder's office, as required by law, receives for recording all papers or notices that may by law be recorded, makes and keeps a true copy of the original, indexes the same, and arranges the books of record and indices in suitable places to facilitate their inspection.

A long-range plan for microfilming old records dating back to the 1906 fire got under way in 1960-61. Funds to continue this project were appropriated in the 1961-62, 1962-63 and 1963-64 budgets, and 1,496 old record books were microfilmed in 1963-64. This work is scheduled for completion by December 31, 1966.

The two principal long-range objectives of the Recorder's office are (1) the conversion from handwritten "Cott" system general indices to printed truly alphabetical indices prepared by mechanical means (this would increase the readability of the most vital records in the office and provide much better service to the public); (2) the completion of our current project of microfilming all of the old records. When this is finished, dead storage space will be released for working areas.

'Profit' of \$101,021.91

The Recorder's office continued in 1963-64 to show an excess of receipts over expenses, the amount being \$101,021.91. Receipts from recording and filing fees totaled \$285,011.65, or 54% more than the expenditures of \$183,989.74. The breakdown of receipts follows:

<u>Receipts</u>	<u>1961-62</u>	<u>1962-63</u>	<u>1963-64</u>
Recording fees	\$240,291.80	\$262,930.40	\$266,530.80
Special service fees	10,011.20	10,706.00	11,277.85
Marriage license recording fees..	6,704.00	6,921.00	7,203.00
	<u>\$257,007.00</u>	<u>\$280,557.40</u>	<u>\$285,011.65</u>

Expenditures

Salaries	\$153,541.61	\$156,859.82	\$162,259.00
Other	10,816.48	27,494.96	21,730.74
	<u>\$164,358.09</u>	<u>\$184,354.77</u>	<u>\$183,989.74</u>
Excess, receipts over expenditures..	\$ 92,648.91	\$ 96,202.63	\$101,021.91

Additional Credits Listed

Receipts listed do not include desk rental fees collected last fiscal year by the Real Estate Department in the amount of \$1,830, for desk space in the Recorder's office used by title companies, record searchers, etc. Neither do they include \$11,781.25 estimated work for 3,154 papers (4,660 pages) of "official", or free recordings; that is, the service rendered to war veterans, dependents of war veterans, compensation and pension claims, old age pension claims and miscellaneous Federal, State or other political subdivision recordings; said service required by state law to be performed without fees.

An additional \$250 could be added for other free work performed as a courtesy to other City and County departments.

The monthly breakdown of recording and filing fee receipts follows:

	1961-62	1962-63	1963-64
July	\$ 19,618.70	\$ 23,189.55	\$ 25,870.25
August	22,414.55	25,081.10	25,583.50
September ...	18,963.85	18,730.60	21,060.30
October	21,163.95	23,625.25	26,244.30
November	21,137.60	22,795.45	20,816.45
December	20,175.10	20,092.95	23,178.45
January	21,648.90	23,831.60	24,075.15
February	19,197.05	21,326.35	22,115.90
March	23,412.90	25,072.70	23,523.95
April	22,637.60	26,569.50	25,142.95
May	23,565.60	26,584.15	23,626.90
June	23,071.20	23,658.20	23,773.55
	<u>\$257,007.00</u>	<u>\$280,557.40</u>	<u>\$285,011.65</u>

Documents Filed and Recorded

The following are the principal classifications of the 123,413 documents filed and recorded during 1963-64. For comparative purposes, lists for two preceding fiscal years are included:

	1961-62	1962-63	1963-64
Affidavits of Death	1,421	1,503	1,335
Agreements	486	178	362
Decrees	2,226	2,214	2,027
Deeds	18,680	19,707	18,379
Deeds of Trust	21,942	24,175	22,404
Judgments and Abstracts	2,082	2,250	2,380
Miscellaneous	30,554	33,041	39,471
Military Discharges	1,068	603	706
Mortgages of Personal Property	11,569	13,066	12,279
Mortgages of Real Property	548	586	552
Notices of Default	1,052	1,067	1,113
Reconveyances	19,499	21,617	21,159
Tax Liens - Federal	1,135	1,415	1,246
Total	<u>112,262</u>	<u>121,422</u>	<u>123,413</u>

The figures below show recordings of deeds, mortgages, and deeds of trust for the past 10 years:

<u>Fiscal Year</u>	<u>Deeds</u>	<u>Mortgages</u>	<u>Deeds of Trust</u>
1954-55	18,653	607	17,373
1955-56	18,021	720	16,602
1956-57	17,827	716	14,983
1957-58	16,516	653	14,188
1958-59	18,308	807	17,097
1959-60	17,350	663	16,791
1960-61	17,147	525	18,710
1961-62	18,680	548	21,942
1962-63	19,707	586	24,175
1963-64	18,379	552	22,404

The following table lists the number of marriages performed in San Francisco since 1944-45:

1944-45	12,064	1954-55	6,686
1945-46	13,453	1955-56	6,526
1946-47	11,038	1956-57	6,895
1947-48	9,629	1957-58	6,502
1948-49	8,465	1958-59	6,595
1949-50	7,397	1959-60	6,629
1950-51	8,195	1960-61	6,538
1951-52	7,220	1961-62	6,602
1952-53	7,359	1962-63	6,786
1953-54	6,711	1963-64	7,215

REGISTRAR OF VOTERS

By authority of Charter Section 173 and the State Elections Code, the Registrar of Voters is responsible for the conduct, management and control of the registration of voters, and of the holding of elections and of all other matters pertaining to elections in the City and County. The small permanent staff has remained constant for many years. This force is augmented by seasonal workers, as required, during the registration and election periods. On Election Day, about 4500 precinct officials are employed.

During fiscal year 1963-64 the Registrar conducted the November 1963 Municipal Election and the June 1964 Consolidated Presidential and Direct Primary Election. At those elections local measures including Charter Amendments and Bond Issues also were submitted to the voters. The November 1963 Municipal Election and the June 1964 Primary Election aroused considerable voter interest in each of several contested offices. In the municipal election interest was primarily in the race for Mayor but there were a number of substantial contenders for Member of the Board of Supervisors. At the June Primary, interest centered on the Presidential delegations and the contest for United States Senator. This interest will be carried on and increased for the coming General Election when the nominees will vie for final election. In May 1964, the Registrar conducted an election for Member of the Health Service Board.

Election Problems

The problem of the overly long ballot is still a complicating factor in elections. These very long ballots complicate our work and delay the count. They also make it virtually impossible for the voter to give proper study to the measures submitted for his decision. Considerable press comment has dealt with this phase of election procedure, but no acceptable solution to the problem has been found. Legislation was introduced at the 1963 State Legislature that would require separate elections for the partisan offices and nonpartisan offices and measures. This legislation did not pass; the main objection being the great added cost of conducting an additional election. Legislation was also introduced to restrict the submission of local measures at a statewide election. This also failed of passage.

The two elections held in 1963-64 were marked by more litigation than is ordinarily experienced. Two suits were filed relating to ballot and pamphlet printing at the 1963 Municipal Election. In each case the action of the Registrar was sustained by the Superior Court. At the June Primary, the Registrar, with concurrence of the City Attorney, accepted a Declaration of Candidacy for the United States Senate from a non-resident candidate. This Declaration of Candidacy was rejected and returned by the Secretary of State but the candidate was declared eligible by the State Supreme Court. Further delay in ballot printing was by order of a United States Supreme Court Justice and a series of suits by two Presidential delegations that had failed to qualify for the ballot. Finally, after ballot printing was nearly complete the State Legislature considered an emergency measure that would require removal of a certain candidate's name from the ballot. This bill was defeated when the problems were explained to the Senate Elections Committee. These legal maneuvers were time-consuming and disruptive of normal time schedules and it

was necessary to authorize overtime work by the printer and certain members of the office staff.

Registration of Voters

For several years now State law has required the Registrar to deputize volunteer workers to take voters' registrations. These workers are mostly partisan people or others who have a particular interest in the election. This program increases certain costs and apparently has not resulted in increased registration. Any possible savings that might accrue by reason of some work being done by unpaid personnel is offset by costs of instructing and checking the work of these deputies. Added problems arise since we cannot closely supervise and direct these people who are authorized to work when and where they deem it desirable. However, the Legislature has repeatedly shown its intent to further expand such registration activities. At the 1963 session State legislation was enacted whereby a voter may transfer his registration through a Post Office change of address card. This procedure was tried in some counties, but was abandoned when it was found to be unworkable. In Los Angeles County the cost was over \$25,000 per month and results were minimal. The Attorney General ruled that the legislation, as drawn, was permissive because the Legislature did not make it mandatory for the Registrar to take the initial step of contracting with the Post Office Department for purchase of these cards. The Registrar did not attempt to use the method in San Francisco because he believed it was unworkable and prohibitively expensive. However, the idea of transferring registration by mail is still alive and other procedures will be studied and possibly adopted.

Population Changes

San Francisco's population is again increasing and will result in an increasing number of registrations. In the past decade the number of registered voters has declined due to decreasing population and the greater decrease in the city's adult population. This population decrease has not reduced the work load because the population has been more transitory and mobile due to large scale demolitions and reconstruction in connection with wartime housing projects and the Redevelopment programs. These dislocations do not increase our total registration but do require new registrations and cancellation of old registrations. Much of this activity is now being stabilized and it is believed that as certain areas are occupied, the new registrants will be likely to remain at these locations.

New Voting and Counting Procedures

The State Legislature and the County Clerks and Registrars have been greatly concerned with the need to speed up election returns and to modernize election procedures. San Francisco has used voting machines for over 30 years and has always maintained a leading position in the conduct of elections. In the past year, several of the major counties have explored the use of mechanized or electronic equipment to record, or, to count the votes cast. Improved voting machines are now being offered; or, are being developed. Some of the concepts being considered are not machines at all but devices whereby the voter's choice is punched onto cards to be counted by data processing equipment. Actual ballot counting by electronic scanning has been tested in Kern County. Apparently the process has proved satisfactory since that county

is reported to have permanently adopted this method and has entered into an agreement to purchase the necessary equipment.

Some counties have gone into electronic data processing for maintenance of their files and compilation of voters list and election tallies. Some difficulty has been encountered but it is believed that these developments will result in eventual improvements in these operations. It appears probable that the Registrar's records can be converted to this program within the next few years. However, the basic problem still appears to be the very complex ballot and the very liberal election laws. The State Legislature is reluctant to restrict voters in any way but appears equally reluctant to simplify the ballot. Much of the problem has been built-in over a long period of time in the State Constitution and the San Francisco Charter, neither of which can be amended without a vote of the electorate. Only by complete revision could these unwieldy documents be made more adaptable to changing conditions which now require constant amending. Much more study and effort will be required before this state's election procedures can be really modernized.

5-Year Workload Comparison

	<u>1959-60</u>	<u>1960-61</u>	<u>1961-62</u>	<u>1962-63</u>	<u>1963-64</u>
Regular elections (number)	2	1	2	1	3
Registration affidavits processed	73,126	75,372	49,578	79,301	81,394
Registration affidavits cancelled	44,127	88,879	34,662	120,219	41,382
Sample ballots mailed	719,791	404,613	728,427	384,470	785,323
Absentee ballots requested (paper)	6,782	14,114	5,814	7,745	8,224
Absentee vote (paper)	5,958	12,525	4,810	6,708	7,160
Absentee vote (machine)	5,031	5,329	5,106	4,037	7,451
Precincts used	2,588	1,286	2,608	1,332	3,140
Voting machines used	3,272	1,640	3,274	1,640	3,761
Voting machines loaned/leased out	334	336	260	327	233
Precinct vote (machines)	484,255	330,436	449,820	285,054	527,320
Total votes cast	495,244	348,290	459,736	295,799	541,931
Employee group elections (ballots)	54,390	31,346	13,592	13,651	12,195

PUBLIC ADMINISTRATOR

The Public Administrator is an officer of the County Government as described in Section 24000 of the Government Code and as provided for in the Charter of the City and County of San Francisco. The purpose of the office is to provide for the protection of the property of deceased persons and for the protection of the interests of heirs and creditors in such property.

The duties of the Public Administrator as both a conservator and an administrator of the estates of deceased persons is set forth in Section 1140 of the Probate Code, as follows: "The Public Administrator of each county must take immediate charge of the property within his county of persons who have died when no executor or administrator has been appointed and in consequence thereof the property, or any part thereof, is being wasted, uncared for or lost; and of all estates ordered into his hands by the Court. He shall apply for letters of administration upon estates of decedents who have a known heirs when the Superior Court of his county has jurisdiction thereof, and may apply for such letters upon any other estate upon which he is entitled to administer".

All functions pertaining to each estate are handled by the office staff. These functions include - the investigation, making funeral arrangements, applications for letters, collection of all assets, payment of all legal debts, sales of real and personal property, filing and defending suits, obtaining all county, state and Federal tax clearances, and distribution to heirs and the State of California. A complete and thorough investigation must be made of each estate reported - without a proper investigation there could be a loss of revenue to the county as well as a loss to the creditors and heirs.

Investigation of Cases

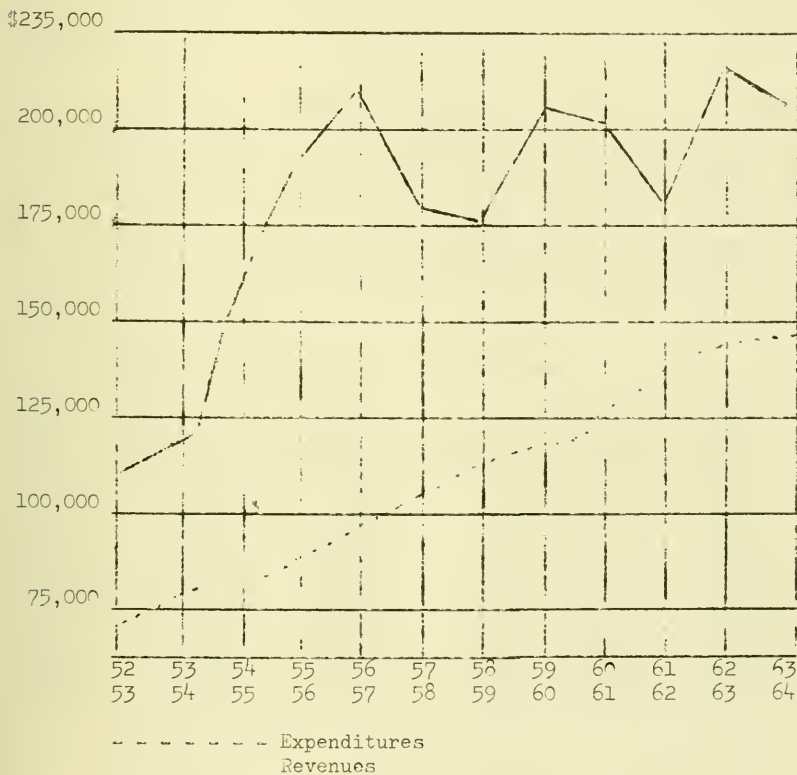
Approximately 40 percent of the cases investigated are administered by the Public Administrator's Office. The remaining 60 percent either have no assets or are turned over to the named executor or administrator who may have a priority to serve. The above is one of the service functions of this office.

5 Year Workload Comparison

	1960-61	1961-62	1962-63	1963-64	1964-65
	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Estimated</u>
Estates investigated	1,251	1,296	1,332	1,297	1,400
New estates opened	496	488	487	549	550
Final accounts filed	409	344	357	343	550
Discharges filed	544	246	422	305	575
Open estates (end of year)	657	898	991	1,207	1,200
Revenue from fees	\$204,000	\$182,000	\$231,000	\$215,610	\$ 200,000
Operating expenses	\$130,000	\$139,000	\$144,000	\$147,949	\$ 162,441
Net Revenue	\$ 74,000	\$ 43,000	\$ 87,000	\$ 67,661	\$ 37,559

The Public Administrator's Office is entirely self-supporting and as a matter of fact produces a profit for the City and County of San Francisco out of the revenues received from the estates of decedents. These revenues pay not only for the services in the general estates, but also for the free services provided in investigating decedents deaths where no estates are ever opened by the Public Administrator.

12 Year Comparison - Revenues vs. Expenditures



The serious problem of transportation affects both the Public Administrator and the Public Guardian. The calls which have to be made by the deputies, investigators, etc., throughout the whole area are so numerous that many of them must be delayed until they can be calendared so that the one automobile of the Public Administrator can be used. No other form of transportation is available in that the Public Administrator and Public Guardian are both faced with the problem of constantly moving personal effects, property, etc., of wards and decedents and must, of necessity, frequently go out of San Francisco to adjoining counties.

Efficiency of Administration

The fact that the Public Administrator does receive statutory fees in the general probates also imposes some obligation on him to the heirs and creditors to at least give them the same attention as would private administrators. Heirs are frequently prepared to be critical of the Public Administrator's Office, especially in those cases in which they have been denied the right to probate the estate because of their non-residence. They feel that, if they had been allowed to administer the estate, they could do a much more efficient job and a much speedier job than the Public Administrator. As a matter of fact, the Public Administrator's Office would not bow to any other administrator whether a corporate institution, such as a bank, or a private individual, as to the efficiency and speed with which probate matters are administered.

The public, of course, is not aware of this and the constant problem of attempting to please the unreasonable as well as the reasonable segments of the public means that every step must be taken that will insure a more efficient use of the staff. Actually, most expenditures which could be made to increase efficiency would, in fact, not be additional expense, but rather an investment to return more income to the City. There is every indication that the number of cases and the amount of money to be returned in estates will, during the years, continue to increase. The sooner these cases can be processed to completion, the sooner the fees are returned to the City treasury.

10 Year Comparison - Expenditures and Revenues

<u>Fiscal</u> <u>Year</u>	<u>Budgeted</u> <u>Expenditures</u>	<u>Actual</u> <u>Expenditures</u>	<u>Difference</u>	<u>Estimated</u> <u>Revenue</u>	<u>Actual</u> <u>Revenue</u>	<u>Difference</u>
1954-55	\$ 86,065	\$ 84,109	\$ - 1,956	\$125,000	\$160,006	\$ 35,006
1955-56	91,997	90,194	- 1,803	138,000	195,509	57,509
1956-57	98,384	95,970	- 2,414	160,000	208,765	48,765
1957-58	109,610	106,009	- 3,601	180,000	179,039	- 961
1958-59	115,454	114,215	- 1,239	180,000	176,538	- 3,462
1959-60	118,185	115,716	- 2,469	185,000	205,249	20,249
1960-61	134,654	129,742	- 4,912	200,000	203,570	3,570
1961-62	136,390	138,609	2,219	210,000	181,852	- 28,148
1962-63	150,721	143,638	- 7,083	200,000	230,508	30,508
1963-64	155,791	147,949	- 7,842	207,000	215,610	8,610

PUBLIC GUARDIAN

The office of Public Guardian was created in San Francisco County on July 1, 1960, under authority of Section 5175 of the Welfare and Institutions Code of the State of California. On July 1, 1960, the Public Administrator became ex officio Public Guardian. The purpose of the office is to provide a public officer to serve, when needed, as guardian of the person and/or estate of persons who are patients in county facilities or recipients of aid under the Welfare and Institutions Code.

The Public Guardian, like any other guardian appointed by the Court, has the care and custody of the person of his ward and the management of his estate until legally discharged, or in the case of the guardianship of a minor, until the minor reaches the age of majority, or the ward marries at 18 or over. The guardian must pay the ward's just debts as far as the estate is able, if necessary, selling the ward's real property or borrowing on it. He must demand, sue for and collect all debts due the ward. He must appear for and represent the ward in all actions or proceedings. He must manage the ward's estate frugally and without waste and apply the income as far as necessary to the convenience, suitable support, maintenance and age of the ward.

He must file an inventory of all the estate's assets, together with an appraisal of the assets, unless the estate consists of money only, or money and other personal property of a market value of less than \$50. He must file periodic accounts for approval by the Court. Upon the death of the ward, if no probate of the estate is necessary, the funeral and last illness expenses may be paid, and, after such payment of these expenses and of the fees of the Public Guardian, a balance of cash remains in the estate, this may be delivered to the heirs at law under Section 630 of the Probate Code or delivered to the Public Administrator for administration.

The Public Guardian program has been in operation for four years. The program is beneficial both to the ward and to the county. In all cases, the appointment is for both the person and estate. The ward is benefited by the personal attention of this office. The county is benefited by the payments for hospitalization and for back obligations of the ward. Without the Public Guardian program these incompetent people would be unable to collect welfare assistance, Social Security, and other pensions or benefits to which they are entitled.

Eases Crowded Hospital Condition

Where wards have sufficient funds they are moved from the county facilities to private rest homes. This provides additional beds at the San Francisco General Hospital for patients who are more in need of medical assistance.

Under the present budget setup, the Public Guardian program reached its limit - without additional help the caseload cannot be increased.

Workload Comparison

	1960-61	1961-62	1962-63	1963-64	1964-65
	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Estimated</u>
Applications investigated	165	253	209	227	200
Total wards as of June 30	97	210	254	237	250
New wards during year	107	146	92	37	50
Guardianships terminated	10	23	48	54	37
Expenditures	\$18,030	\$ 20,400	\$ 23,700	\$ 24,960	\$ 26,000
Direct benefits to County	\$39,878	\$200,000	\$603,240	\$500,000	\$500,000
Revenue from fees		\$ 200	\$ 5,060	\$ 5,527	\$ 6,000

In line with the department's policy of efficient utilization of resources and available employees, a physical consolidation of the Public Administrator and Public Guardian offices must be made. Also, additional personnel must be allowed so that the wards in the program may be properly serviced. With the gradual expansion of the Federal and State benefits, more and more demand will be made for the services of the Public Guardian. Under the present setup this office will be unable to co-operate and to assist these needy individuals.

The Public Guardian's Office, though set up as a separate office under the Public Administrator, does, of necessity, take the time of much of the staff of the Public Administrator's Office. This is particularly the time of the legal and stenographic staff, in that much of the court procedure, legal forms and policy matters are in the innovation stage and must be considered case by case. It is hoped that, with sufficient experience, forms can be adopted to facilitate the handling of these procedures. This, however, will consume considerable time.

Legal Steps Complicated

In many respects the Public Guardian must be more cautious and require more legal guidance on a case by case basis than the Public Administrator. The legal rights and liabilities of the Public Administrator are somewhat defined in the general law pertaining to all administrators and in some case law in connection with the Public Administrator's Office. The Public Guardian, on the other hand, is a relatively new office in the State of California and there are few precedents upon which definite rules of action can be predicated.

Guardianship proceedings in themselves are not as well defined as administration proceedings and require day to day legal opinions in each case. The net result is that much of the work properly attributable to the Public Guardian's Office is of necessity borne by the staff of the Public Administrator's Office. It is to be noted that the Public Guardian's Office does not have a stenographer, consequently, all new pleadings and documents must first be prepared by the stenographic staff of the Public Administrator's Office.

In connection with the office of the Public Guardian, one serious problem is the necessity of proper contact with the incompetents under the jurisdiction of the Public Guardian. It is the policy of the San Francisco General Hospital to require patients with any assets over a certain limited amount to obtain service in private nursing homes or hospitals until their assets are exhausted. In many of the Public Guardian cases this situation has arisen with the result that the Public Guardian finds his wards housed in different private nursing homes throughout the area requiring special visitations and special attention to details in arranging with each nursing home for the case of the ward.

Fees

The Welfare and Institutions Code has been amended so that upon termination of the guardianship, either by death or restoration to competency, the Public Guardian may now be awarded fees by the judge of the Superior Court on the filing of the final account. The fees for the last fiscal year amounted to \$5,527.00. The amount of earned fees are expected to increase each year to a point where they will support the total operation of the Public Guardian Office. These fees are in addition to other benefits, both direct and indirect, received through this program.

TAX COLLECTOR

The Tax Collector operates under several sets of laws, either State or Local, as the basic nature of the task to be done dictates. As a County Officer he must observe the directives of the State Revenue and Taxation Code in: (a) collecting current and delinquent real and personal property taxes, (b) preparing and publishing by June 8 of each year a list of delinquent real estate tax payers, (c) making required periodic reports to the State Controller and to the local auditor, (d) executing deeds to the State of California on properties delinquent for five or more years, (e) making provisions to hold public auctions of tax-deeded properties and the actual auctions themselves, and (f) making refunds on duplicate or erroneous payments.

As a City Officer he proceeds under the Charter and Ordinances of the City and County in: (a) collecting licenses, (b) operating the Bureau of Delinquent Revenue, (c) collecting Parking Meter receipts, (d) collecting the Hotel Room Tax, and (e) making the reports and settlements required of a local official who collects monies.

During 1963-64, there was again an appreciable increase in the work load of the Tax Collector's Office. The increased activity occurred in all five of the Bureaus that comprise the Tax Office. These are: Cashier's Division, Real Estate Tax Division, Parking Meter Division, Bureau of Delinquent Revenue, and Bureau of Licenses.

Cashier's Division

During the last fiscal year, the Tax Collector's Office collected \$157,898,431.07, an all-time high for the tenth consecutive year. All such collections funnel through the Cashier's Division.

Peak periods for tax collection were from July 15 to September 15 for unsecured personal property taxes, and from November 1 to December 15 and March 1 to April 15 for real property taxes. Peak periods for license collections were in January, July, and October.

Following is a table of collections for the various divisions for 1963-64, as compared with 1962-63.

	<u>1962-63</u>	<u>1963-64</u>
Real Property Taxes and Secured		
Personal Property Taxes	\$115,140,041.25	\$111,791,095.88
Unsecured Personal Property Taxes	19,789,965.09	22,944,851.45
Purchase and Use Tax	17,521,820.79	18,154,418.59
Parking Meters	1,491,368.75	1,467,727.26
Delinquent Revenue	1,188,807.61	1,337,462.05
Licenses	2,093,842.19	2,146,549.35
Miscellaneous	<u>52,338.04</u>	<u>56,326.49</u>
Total	\$157,278,183.72	\$157,898,431.07

The two categories showing a drop in receipts are explained as follows:

Real Property Taxes: The Tax Rate was reduced from \$9.39 to \$8.82.

Parking Meters: Thievery is the greatest problem. Our combative measures are delineated under the Bureau Heading later in this report.

Real Estate Tax Division

Reconversion to an Electronic Data Processing program is continuing in this Division. The July Real Estate Rolls, the Mailing Lists, and the November bills are all being electronically produced. Programming by the E.D.P. staff is proceeding, with the ultimate objective of having all tax collection procedures and accounts done electronically. Rapidity of accomplishment is, of course, contingent upon the amount of attention that can be given by the staff to Tax Office matters.

The old style tax bill probably will be used for the last time in the fall and spring collections. Thereafter, a simplified card-type may be used, which will eliminate several currently necessary clerical procedures with a resultant savings in temporary salary expenditures.

Real estate tax delinquencies in San Francisco should still be the lowest among all major counties in the State, although for the first time in several years the rate of delinquency rose above the rate of the previous years. Final figures for all 58 California Counties have not as yet been released by the State Board of Equalization.

The following table shows delinquencies for 1963-64, compared with 1962-63.

	<u>Real Property Taxes</u>	<u>Unsecured Property Taxes</u>
Amount Delinquent June 30, 1964	\$1,257,786.82	\$614,110.72
Amount Delinquent June 30, 1963	987,631.41	450,743.33
Per Cent Delinquent June 30, 1964	1.115	2.54
Per Cent Delinquent June 30, 1963	0.85	2.17

There were 3,135 parcels sold to the State and 10 deeded to the State in 1963-64, compared to 2,832 parcels sold to the State and 8 deeded to the State in the previous fiscal year.

Purchase and Use Tax

San Francisco's Purchase and Use Tax has been collected since July 1, 1958, by the State of California as agent for the City and County, and the revenues minus collection costs are returned quarterly to the City and County.

The figures for this, and last year, are shown previously in this report.

Parking Meter Division

The Parking Meter Division collects, sorts, counts, and prepares for

deposit all coins accruing from 12,400 parking meters in San Francisco. About 4,130 meters are emptied of coins and wound each work day. During the fiscal year 1963-64, a total of 52,196,987 coins were processed, of which 36,045,237, or 69% were pennies, 10,200,501 were nickels, or 19.6% were nickels and 5,951,249, or 11.4%, were dimes. This proportion remains fairly constant, although the ratio of dimes and nickels has gained one-half of one percent over last fiscal year.

The total weight of the coins handled during 1963-64 came to 391,320 pounds, a decrease from the previous year of 12,091 pounds. This loss in weight is matched by a decline in revenue of \$23,641 from \$1,491,368 in 1962-63 to \$1,467,727 during 1963-64. This loss in revenue is most obviously accounted for by the pilferage referred to in last year's report, and which in this fiscal year reached an all time high of \$29,274. This latter figure is based on our losses reported to the Police. Actually, the loss may have been two or three times this amount. We only reported losses where meters were empty or nearly empty when checked by our collectors.

During the year Canadian coins from the meters were redeemed for \$1,122, bent U. S. coins for \$155, and foreign coins for \$52. About 700 pounds of washers, slugs, and extraneous material, or a little more than three pounds daily, were taken from the coins and disposed of.

Following are revenues from the parking meters:

1959-60	\$1,401,912
1960-61	1,500,003
1961-62	1,459,558
1962-63	1,491,368
1963-64	1,467,727

The lock change-over recommended by the Department of Electricity as a counter measure to this looting was commenced in October, 1963, and is scheduled to be completed by September, 1964. So far, this program has proven effective, because all of the looting this past year was done on meters still equipped with the old Ace type lock.

Another factor in our operation is the off-street parking program instituted by the San Francisco Parking Authority. This plan calls for metered off-street parking serviced by the City agencies and will be operating in five locations by the end of the calendar year, eventually growing to 26 lots totaling 1,000 stalls.

Bureau of Delinquent Revenue

A new record high number of 44,562 accounts was transferred to the Bureau of Delinquent Revenue by various City and County departments during 1963-64.

The record number of accounts handled represents a 4% increase over those of the previous fiscal year. This was accomplished with no increase in the number of personnel and without a full crew of investigators in the field for the entire year.

During the 1963-64 fiscal year hospital accounts amounting to \$30,107.89 were sent to the Stores Collection Agency. The amount collected by this Agency during the fiscal year amounted to \$904.22, of which the City and County received one-half.

Cost to the City and County for monies collected by the Bureau of Delinquent Revenue was approximately 8.1% during the same fiscal year.

Following is a summary of activities of the Bureau for 1963-64, showing also a comparison with 1962-63.

	<u>1962-63</u>	<u>1963-64</u>
No. Unsec. Prop. Tax Bills	39,160	40,493
Collections, Unsec. Del. Prop. Taxes	\$ 763,341.34	* 853,147.04
No. Pub. Health Dept. Del. Accts.	1,420	1,304
Collections, Pub. Health Dept.	* 297,964.40	\$ 345,438.46
No. Pub. Library Del. Accts.	1,567	1,637
Collections, Public Library	\$ 6,009.35	* 7,777.19
No. Sonoma Home Accts.	25	15
Collections, Sonoma Home	* 81,431.36	83,008.67
No. Other City & Co. Dept. Del. Accts.	654	760
Collections, Other Depts.	* 34,779.04	\$ 45,397.58
No. Interest, Fees, Court Costs Accts.	405	353
Collections, Int., Fees, Court Costs	\$ 2,375.28	* 2,693.11
Total No. Accounts Received	43,231	44,562
Total Collections, Delinquent Accounts	* 1,185,900.75	\$ 1,337,462.05

As part of collection enforcement procedures, 1,736 court actions were instituted in 1963-64. Of this total, 1,632 were filed in Small Claims Court, 99 in the Municipal Court, and 5 in the Superior Court.

The revenue charts show a decrease in receipts by the Bureau of Delinquent Revenue. This does not evidence a decline in anticipated revenue. It occasionally happens that some of the larger business firms will permit their personal property taxes to become delinquent on September 1st. Thereafter they will pay the bills, along with the 8% penalty, and the collection is credited to the year in which the money was paid. Thus the Unsecured Personal Property Account is a flexible item--varying according to the manner in which general business conditions dictate the taxpaying habits of certain large business establishments.

Bureau of Licenses

For the fiscal year 1963-64 the Bureau of Licenses showed an increase in both number of licenses issued and gross receipts. Following is a breakdown of licenses by type, number, and amount for 1963-64 compared to 1962-63:

	<u>1962</u>	-	<u>1963</u>		<u>1963</u>	-	<u>1964</u>
	<u>Number</u>		<u>Amount</u>		<u>Number</u>		<u>Amount</u>
General Business	32,089	\$	611,808.92		31,687	\$	606,598.62
Vehicles	362		38,959.50		381		39,238.00
Bicycles	4,109		2,054.50		4,380		2,190.00
Inspection Fees .	2,587		83,779.38		2,505		79,988.15
Contractors . . .	2,405		24,298.50		2,315		23,433.00
Miscellaneous . .	3,339		7,151.80		3,428		7,575.45
Dog	30,497		91,491.00		30,827		92,481.00
Duplicate Dog Tags	326		163.00		369		184.50
Curb Painting . .	17		2,364.75		18		2,381.25
Meat	647		16,977.58		635		16,235.33
Total (Excluding Hotel Room Tax)	76,378		879,048.93		76,545		870,305.30
Hotel Room Tax	<u>1,545</u>		<u>1,214,796.26</u>		<u>1,532</u>		<u>1,276,247.05</u>
Grand Total License Bureau	<u>77,923</u>		<u>\$2,093,845.19</u>		<u>78,077</u>		<u>\$2,146,552.35</u>

At the present time the Fire Department is in the process of amending its code which will raise the license fees of the businesses that are now licensed and will add many businesses that are not now licensed. This should increase the License Bureau revenue which will be reflected in the next fiscal year.

Hotel Room Tax Sub-Bureau

Although a separate Budget item, the Hotel Room Tax as shown above is collected by the Bureau of Licenses.

Established by Ordinance July 1, 1961, the Hotel Accounts set up by the License Bureau amounted to 1,545 in 1962-63, but the number has risen to 1560 in 1963-64.

The full-time permanent duties assumed by Hotel Tax Auditor Robert Larson have resulted in improved procedures and controls, and a closer relationship between the Hotels and the Tax Office.

A comparison of collections by quarters follows:

	<u>1962</u>	-	<u>1963</u>		<u>1963</u>	-	<u>1964</u>
July - September	400,780.00				393,465.82		
October - December	264,892.47				300,861.93		
January - March	250,669.58				287,895.76		
April - June	<u>294,023.54</u>				<u>327,654.48</u>		
TOTAL	<u>\$1,210,365.59</u>				<u>\$1,309,877.99</u>		

ANNUAL REPORT
DEPARTMENT OF WEIGHTS & MEASURES

Fiscal Year 1963-64

The Work Program of the San Francisco Department of Weights and Measures for Fiscal 1963-64 has been satisfactorily completed. We feel that The Quantity Control section was especially successful as our statistics show a continuous reduction in short weight packages and a steady improvement in the accuracy of package marking.

Part of these results was achieved by a program of specific attention each month, on one of the 14 groupings in which we place all packages. Information concerning any short weight packages thus detected was then passed on to the State office and to other Counties, who, in turn, exchanged such information with us. This type of concentrated inspection has achieved a saturation point that we have never before reached and has prevented movement of illegal packages from one county to another to a considerable degree.

We are now engaged in a series of educational programs which arise from our own organization, from the State Weights and Measures function and from the National Bureau of Standards. One of these, a "Home Study Improvement Course", started the first of this year consists of studies of the laws, rules, regulations and tolerances of the State and Federal Government, together with the history and background of Weights and Measures. An examination is held on the last Friday of each month in which all of our eligible inspectors have achieved excellent grades. At the conclusion of the course a report of successful completion will be sent to the Chief Administrative Officer and a certificate will be awarded each student who passes.

The second phase, a "Supervisory Work Shop", and the third course, a four day training program for all inspectors, have been completed this year. The latter course consists of textbook instruction, movie and slide explanations and demonstrations of State and National Bureau procedures of legal testing. These techniques have proven to be the most economical and efficient that research has been able to provide.

During this fiscal year San Francisco purchased a surplus Heavy Duty Test Truck from the State. This truck is primarily used to legally test Motor Vehicle Scales, a responsibility that required an annual payment of \$1800. to the State in the past which we now perform ourselves. Additionally, this very fine piece of equipment is used to test many of the other large capacity scales in San Francisco. It becomes increasingly apparent that more equipment is needed to perform the testing functions required by State law. The lack of a large capacity Gasoline Meter Testing facility has been a problem for years and now a new law requiring testing of Electric Sub-Meters is on the statute books, and hearings to establish codes for Taxi Meters, Odometers, and commercial Water Meters, not under the jurisdiction of the Public Utilities Commission, will be held this year.

Despite the increase of responsibilities and technical problems, this office has not added any new employments since its inception in 1915 and still maintains the lowest per capita cost of any county in California for Weights and Measures enforcement.

There were 102 complaints received and adjusted in 1963-64 by departmental inspectors and 60 "orders to conform" issued. A total of 1,090,436 packages was inspected, of which 110,409 were found to be "light".

Following is a breakdown of 1963-64 inspections of weighing and measuring devices:

<u>Type</u>	<u>Sealed</u>	<u>Adjusted</u>	<u>Condemned</u>	<u>Confiscated</u>
Scales:				
Counter	2,237	407	126	11
Spring	2,646	399	10	6
Computing	5,305	611	55	4
Heavy Capacity	2,186	644	260	12
Person Weighers	284	114	70	
Prescription (Drugs). .	193	9	4	
Weights:				
Drug	6,371	1		32
Commercial	11,628	125	52	25
Measures:				
Retail Pumps.	5,394	63	275	1
Grease Meters)				
Lube Oil Meters) . . .	518		9	1
Yardage Meters.	221		3	
Liquid Measures	2,871		2	
Wholesale Meters . . .	5	16		
Totals	<u>39,859</u>	<u>2,389</u>	<u>866</u>	<u>92</u>

Comparison of Workload Factors

	<u>1961-62</u>	<u>1962-63</u>	<u>1963-64</u>
Certificates Issued	13,891	13,764	11,908
Scales Tested	17,931	16,409	15,593
Weights Inspected	17,602	20,454	18,234
Gas Pumps Inspected	7,172	9,568	5,733
Other Measuring Devices Tested.	9,760	6,727	3,646
Containers Inspected.	2,145,264	1,076,760	1,090,436

AGRICULTURAL COMMISSIONER

The Agricultural Commissioner heads the County Department of Agriculture. In such capacity he must plan and direct staff members in the proper enforcement of all provisions of the California State Agricultural Code and the City and County regulations which pertain to the office of the County Agricultural Commissioner. This includes the inspection of fruits, vegetables, eggs, nuts, honey; also poultry and rabbit meats in wholesale and retail establishments; inspection of nurseries, seed firms, apiaries, post offices, express and freight terminals, for diseases, insect pests and plant quarantine requirements; conducting of insect pest surveys and maintenance of various insect traps; and certification of agricultural products being exported to a foreign country to meet the requirements of freedom from pests and diseases.

The Agricultural Commissioner, under the California Disaster Plan, is designated as the County Food Administrator under the supervision of the California Director of Agriculture. One of his duties is to compile a food inventory of wholesale firms and private and public warehouses. This has been completed by this department. There are 160 such firms and warehouses in San Francisco. The information was placed on data processing cards and is available for use in time of disaster.

The export certification work has decreased due to the unstable conditions in various parts of the world, and will probably continue to do so.

The number of retail stores inspected as to fruit, vegetables, eggs, and poultry meat, has decreased due to our assuming the interstate plant quarantine inspection work without additional personnel.

The number of plants inspected for quarantine requirements has increased over last year due to our assuming the work previously done by the California State Department of Agriculture.

The new San Francisco Wholesale Produce Terminal at Islais Creek opened October 1963, as one of the most modern markets in the United States. This has enabled us to make inspections more efficiently, and it has also facilitated our work.

This department moved its headquarters on October 1, 1963, to 1700 Jerrold Avenue near the new Wholesale Produce Terminal in the Islais Creek area, after being located at our old location for over 30 years. This move resulted in an annual savings of \$2484. in rental charges.

Revenue From 2 Sources:

Revenue received in 1963-64 consisted of \$3,300 from the State to augment the salary of the San Francisco Agricultural Commissioner, and \$2,691. from export certification fees.

In addition to the duties listed above, the Chief Administrative Officer has delegated to the Agricultural Commissioner the supervision of the Farmers' Market, including its functions and personnel.

Following is a comparison breakdown of inspection services provided:

PLANT QUARANTINE

One of the primary functions of this office is the enforcement of the laws, rules and regulations relative to plant quarantine.

All shipments of nursery stock and plants, plant products including fruit, seed and grain, used agricultural implements and appliances; are required to be held for inspection upon first arrival in the county in order to prevent the entry of plant diseases, insects, noxious weeds or seeds which may be detrimental to agriculture. The post office, railway express, freight yards and commercial trucking concerns are called upon daily for this inspection. In addition many plants are inspected at nurseries.

In many cases treatment can be applied to plants rejected, thus insuring cleanliness; and the commodities may then be released.

<u>Plant Quarantine</u>	<u>1961-62</u>	<u>1962-63</u>	<u>1963-64</u>
Number of Premises	225	230	235
Shipments Inspected	12,970	6,893	8,896
Plants Inspected	2,823,503	7,714,841	13,718,356
Plants Rejected	6,120	13,374	6,620
Total Manhours	1,135	1,454	1,924

STANDARDIZATION

This is one of the major functions of this department. It relates to the inspection of fruits, nuts, vegetables, eggs, poultry meat, and honey at the wholesale produce terminal, retail stores, and any other place where produce is offered for sale. This is in order to enforce the requirements governing the quality, packing and marketing of these products. We inspect and certify loads of commodities moving interstate or intrastate, and to foreign countries when requested by shippers, to show compliance with California standardization requirements.

<u>Wholesale Produce Market</u>	<u>1961-62</u>	<u>1962-63</u>	<u>1963-64</u>
Number of Premises	65	50	45
Premises Inspected	16,395	12,892	10,712
Rejection Tags	1,388	1,880	1,735
Packages Rejected	86,008	86,589	91,267
Packages Inspected	7,679,180	7,361,524	6,992,884

Retail Stores

Number of Premises	2,140	2,144	2,142
Premises Inspected	2,082	1,712	1,356
Rejection Tags	116	182	153
Packages Rejected	2,228	1,490	2,537
Packages Inspected	150,672	116,975	80,972

NURSERY INSPECTION

All nurseries within the county are inspected at periodic intervals for the presence of pests, and for compliance with Grades and Standards. If serious pests are found, eradication measures must be taken immediately by the nursery. All plants must be correctly labeled as to name.

	<u>1961-62</u>	<u>1962-63</u>	<u>1963-64</u>
Number of Nurseries	175	180	184
Premises Inspected	203	188	172
Total Manhours	239.5	306.5	410.5

SEED INSPECTION

This involves the inspection and sampling of agricultural and vegetable seed lots at wholesale and retail locations for proper labeling as to germination and weed seeds.

	<u>1961-62</u>	<u>1962-63</u>	<u>1963-64</u>
Number of Premises	161	162	150
Premises Inspected	92	84	89
Total Manhours	91	101.5	178.5

EXPORT CERTIFICATION

This is inspection of fruits and vegetables to foreign countries to determine compliance with the plant quarantine and standardization requirements of those countries. A fee is charged for this work.

	<u>1961-62</u>	<u>1962-63</u>	<u>1963-64</u>
Certificates Issued	1,019	1,029	956
Packages Inspected	138,920	131,591	118,516

DISPOSAL ORDERS ISSUED AT WHOLESALE PRODUCE TERMINAL

Disposal orders are issued for produce that has been rejected, or has been on hand too long. It is not salvageable.

	<u>1961-62</u>	<u>1962-63</u>	<u>1963-64</u>
Disposal Orders Issued	2,092	2,075	1,602
Number of Packages	67,495	90,207	51,363

STANDARDIZATION - continued

<u>Farmers' Market</u>	<u>1961-62</u>	<u>1962-63</u>	<u>1963-64</u>
Number of Premises	50	50	45
Premises Inspected	15,350	12,450	12,700
Rejection Tags	53	120	74
Packages Rejected	2,001	10,248	1,157
Packages Inspected	224,962	206,890	195,846
Total Manhours for all Produce Inspection	5,096	6,239	5,551.5

Wholesale Eggs

Number of Premises	22	21	20
Premises Inspected	541	682	546
Dozens Rejected	155,992	161,231	158,965
Dozens Inspected	763,615	809,179	776,247

Retail Eggs

Number of Premises	2,125	2,128	2,130
Premises Inspected	2,222	1,685	1,324
Dozens Rejected	27,458	24,070	30,643
Dozens Inspected	562,609	315,136	243,498

Total Manhours for Whse. & Retail Egg Inspection	3,103.5	2,948	2,819
---	---------	-------	-------

Poultry Meat

Number of Premises	926	930	928
Premises Inspected	1,368	1,224	1,080
Packages Rejected	2,427	740	21,000
Packages Inspected	71,528	53,610	62,772
Total Manhours	524.5	370	359

Honey

Number of Premises	2,140	2,144	2,142
Premises Inspected	2,082	1,712	1,311
Packages Rejected	150	62	5,159
Packages Inspected	71,698	106,414	98,814
Total Manhours	230	420	387

TOTAL MANHOURS FOR ALL STANDARDIZATION	8,954	9,977	9,116.5
---	-------	-------	---------

PEST SURVEYS AND PEST CONTROL

Detection surveys are important in order to determine the possible presence of new and dangerous agricultural pests. If pests can be discovered before they are too widely distributed, then there is a greater possibility of eradication.

Pest control operators are licensed by the State Department of Agriculture. They must register with the Commissioner of the county in which the work is to be done.

State regulations specify conditions of workmanship, and the precautions in application under direction of the Agricultural Commissioner.

	<u>1961-62</u>	<u>1962-63</u>	<u>1963-64</u>
Number of Fruit Fly Traps	46	38	52
Number of Japanese Beetle Traps	20	30	20
Permits Issued to Pest Control Operators	13	23	12
Permits Issued for Use of Injurious Herbicides	13	15	15
Permits Issued for Use of Injurious Materials	10	5	8
Total Manhours	129	246.5	240

RELATED FUNCTIONS

This includes the other varied activities such as giving garden advice to home owners, gathering crop statistics, certifying official fumigation chambers, and performing general public relations work.

The San Francisco Farmers' Market opened on August 12, 1943, during the wartime as an outlet for surplus and distressed crops from neighboring counties. Its first location was at Market Street and Duboce Avenue, and was operated by the farmers themselves. The City and County assumed management on August 1st, 1944. The Farmers' Market opened at its present location, 100 Alamy Boulevard on August 4, 1947, under a City Ordinance which authorized the Chief Administrative Officer to establish a Farmers' Market to be administered by him or by any department under his jurisdiction. It is now under the supervision of the Department of Agriculture which reports to the Chief Administrative Officer through the Director of Finance and Records.

The Farmers' Market Ordinance requires that fees charged shall be sufficient to pay the operating and maintenance costs of said Market, and in addition thereto, repay to the City and County of San Francisco within a reasonable period, any capital expenditures appropriated for said Market. As of June 30, 1964, \$280,322.00 has been repaid to the City. This is \$30,274.11 in excess of the cost of the land and capital improvements at the Farmers' Market which amounted to \$250,047.89.

The capital improvement made during 1963-64 was the realignment of the exit at the west end of the Market. This exit was for one lane of traffic only. It was realigned to permit two lanes of traffic to leave the Market at the same time and thereby relieve traffic congestion on busy days. This project was completed in the spring of 1964 at a cost of \$6,164.88.

The decrease in gross revenue for the year is the result of less tonnage being brought into the Market and fewer stalls being rented. This condition is the result of:

1. The rain and cold weather in the winter and spring of 1963-64 causing severe loss in agricultural products.
2. Less acreage under cultivation because small farmers are selling their farm land for subdividing.
3. The Market operating on a 5-day week, Tuesday through Saturday during 1962-63 and 1963-64, and on a 6-day week, Monday through Saturday in years previous to 1962-63.

PROMOTION PLANNED:

It is contemplated that increased sales can be promoted through more news releases to newspapers, radio and television stations, and other outlets. We will also mail Growers Certificates and new information about the Market to all growers who have used the Market in recent years. Information letters concerning the Market will be sent to all county agricultural commissioners.

The Market now operates on a five-day week, Tuesday through Saturday, from 7 a. m. to 6 p. m.

The Market celebrated its Twentieth Anniversary from August 8th to 13th, 1963. This period was proclaimed "Farmers' Market Twentieth Anniversary Week" by former Mayor George Christopher. The two principal events of the week were:

- (1) The re-enactment of the arrival of the first load of pears at the Market, on August 8th at the San Francisco Farmers' Market.
- (2) The Chamber of Commerce luncheon at the Fairmount Hotel on the 13th of August in honor of the "Farmers' Market Twentieth Anniversary".

COMPARISON SUMMARY:

The following is a summary of Farmers' Market revenues, operating expenses, capital costs, and stall and tonnage fees from 1946 through June 30, 1964:

Fiscal Year	Revenues	Operating Expenses	Excess Of Revenue	Stalls Rented	Tonnage
1946-1947	\$ 16,006.50	\$ 4,101.48	\$ 11,905.02	-	- *
1947-1948	19,748.00	14,747.81	5,020.19	15,428	6,085
1948-1949	26,287.50	15,285.47	11,002.03	17,267	10,668
1949-1950	32,190.50	12,458.77	19,731.73	20,895	11,695
1950-1951	20,601.50	21,231.69	-(630.19)	13,556	7,337**
1951-1952	29,363.50	21,651.73	7,711.77	14,431	8,156
1952-1953	33,403.25	18,374.48	15,028.77	18,726	8,813
1953-1954	37,423.50	18,670.37	18,753.13	20,662	9,497
1954-1955	37,916.25	18,661.35	19,254.90	21,495	9,481
1955-1956	35,142.00	17,675.67	17,466.33	20,755	7,927
1956-1957	34,812.06	18,454.77	16,357.29	20,584	8,019
1957-1958	34,844.00	19,148.69	15,695.31	20,659	7,694
1958-1959	40,934.00	22,475.18	18,458.82	22,712	6,885
1959-1960	46,850.75	19,583.62	27,267.13	22,128	6,806
1960-1961	47,159.50	20,708.90	26,450.60	22,461	6,651
1961-1962	41,769.75	25,129.64	16,640.11	21,012	5,675
1962-1963	38,763.75	20,232.25	18,531.50	18,683	5,244
1963-1964	37,541.00	21,863.44	15,677.56	18,367	4,897
	\$ 610,757.31	\$ 330,435.31	\$ 280,322.00	329,821	131,560

* Records are incomplete for fiscal year.

** Market closed from February to July due to construction of new stalls.

The breakdown below summarizes the Farmers' Market capital expenditure program as of June 30, 1964. The City and County of San Francisco has been reimbursed for capital expenditures through the excess revenue each year.

Capital Expenditures:

Land	\$ 53,032.15	
Improvements	<u>197,015.74</u>	
Total		\$ 250,047.89

Revenue and Operating Expenses:

Revenues	610,757.31	
Less Operating Expenses	<u>330,435.31</u>	
Total		<u>280,322.00</u>
Excess of Net Revenue Over Capital Expenditures		\$ 30,274.11

RECOMMENDATIONS FOR THE FARMERS' MARKET

The following projects will be required for the safe and efficient operation of the Market:

1. Traffic Striping Is Needed:

The existing crosswalk clearance line and parking lane striping throughout the Market is worn so that it is partly obliterated. This condition is leading to haphazard parking and the resultant loss of traffic control, and is a hazard to both motorists and pedestrians.

2. Painting Of Wooden Stalls:

The north row of stalls which are wooden, and the wooden partitions of the south row of stalls require painting to maintain the appearance of the Market and to prevent the deterioration of these wooden surfaces.

3. Painting Of Flag Pole:

The 80 foot flag pole should be painted and the gold ball on top refinished to prevent their deterioration and damage.

4. Additional Covered Stall Space Is Needed:

The Market has 16 uncovered stall spaces. Each stall is 10 feet long and 9 feet deep, and is raised 18 inches above the sidewalk level. These stalls on the west end of the south row of stalls should be covered. The roof should be of reinforced concrete, with wooden partitions to separate every two of these stalls, making two-stall units. The existing roof over other stalls in this row is reinforced concrete, 10 feet above stall level, $11\frac{1}{2}$ feet above sidewalk, and 24 feet wide. The covering of these stalls is necessary to protect the produce from the sun. Vegetables dry out and fruit ripens and spoils quickly when stored without cover. Cover is also necessary during the rainy season. We do not have enough covered stalls to meet the present need during the July to December period.

1964 — 65

Annual Report

DIRECTOR OF
FINANCE AND RECORDS



INCLUDING

County Clerk

Recorder

Records Center

Registrar of Voters

Tax Collector

Records Preservation Officer

Public Guardian

Public Administrator

Sealer of Weights and Measures

Agricultural Commissioner

Farmers' Market

CITY AND COUNTY OF SAN FRANCISCO

Director of Finance and Records

September 3, 1965

Subject: 1964-65 Annual Report

Honorable Thomas J. Mellon
Chief Administrative Officer
City and County of San Francisco

Dear Mr. Mellon:

In accordance with Charter Section 20, herewith is respectfully submitted the annual report for the fiscal year ended June 30, 1965, covering the City and County departments and offices under the jurisdiction of the Director of Finance and Records.

It is our duty, subject to your approval, to administer the services and activities of the Departments of Finance and Records, Weights and Measures, and Agriculture, which include the offices of County Clerk, Recorder, Registrar of Voters, Public Administrator, Public Guardian, Tax Collector, Records Center, Records Preservation Officer, Sealer of Weights and Measures, Farmers' Market and Agricultural Commissioner.

Separate reports for each of these offices are included herein, together with the statistical data requested by the Mayor in his letter of August 5, 1965. Each separate report was prepared by the office head concerned. The Records Preservation Officer report was prepared by the Director of Finance and Records.

Our third "Inventory of Essential Records", submitted in December, 1964, showed that only 4.89 per cent of the 31,255 cubic feet of records classified as essential had been safeguarded against possible disaster by a preservation copy, either on microfilm or on paper. However, some progress is being made. During 1964-65, for example, microfilm copies were made of all the Board of Supervisors' journals, original ordinances and resolutions. One set of microfilm copies was placed in security storage in our under-ground microfilm vault. The other is used for reference purposes in the Supervisors' office.

We continued our work last fiscal year on converting the property tax collection procedures to mechanical computer means. This project is being carried out in cooperation with the Assessor, Treasurer and Controller. Preliminary systems analysis was begun in a project to convert the voter registration procedures to computer application. We also hope to be able to so convert the Recorder's index, thus creating an index that would be in printed form, rather than in handwriting, and would be alphabetical, as opposed to the "Cott" system.

The following reports cover the significant activities during the year in departments under our jurisdiction. Not pointed out in these reports, but worthy of mention, is that altogether the fees from services provided, equal nearly half of the total expenditures. Offices which more than pay their own way are the County Clerk, Recorder, Public Administrator, and Farmers' Market.

The Public Guardian likewise more than pays its own way, but the benefits come largely through hospital benefits paid in behalf of the wards. Such benefits during 1964-65 were 20 times greater than the cost of operating the program. In the 1965-66 budget, authorization was given to add 12 persons to the Public Guardian staff to handle an expected large increase in the caseload.

The Marriage License Bureau's move from the third to the first floor in City Hall was made during the year and is providing a decided improvement in convenience to the public. Another move is being planned, consolidating the offices of Public Guardian and Public Administrator.

Very truly yours,

Virgil L. Elliott

VIRGIL L. ELLIOTT
Director

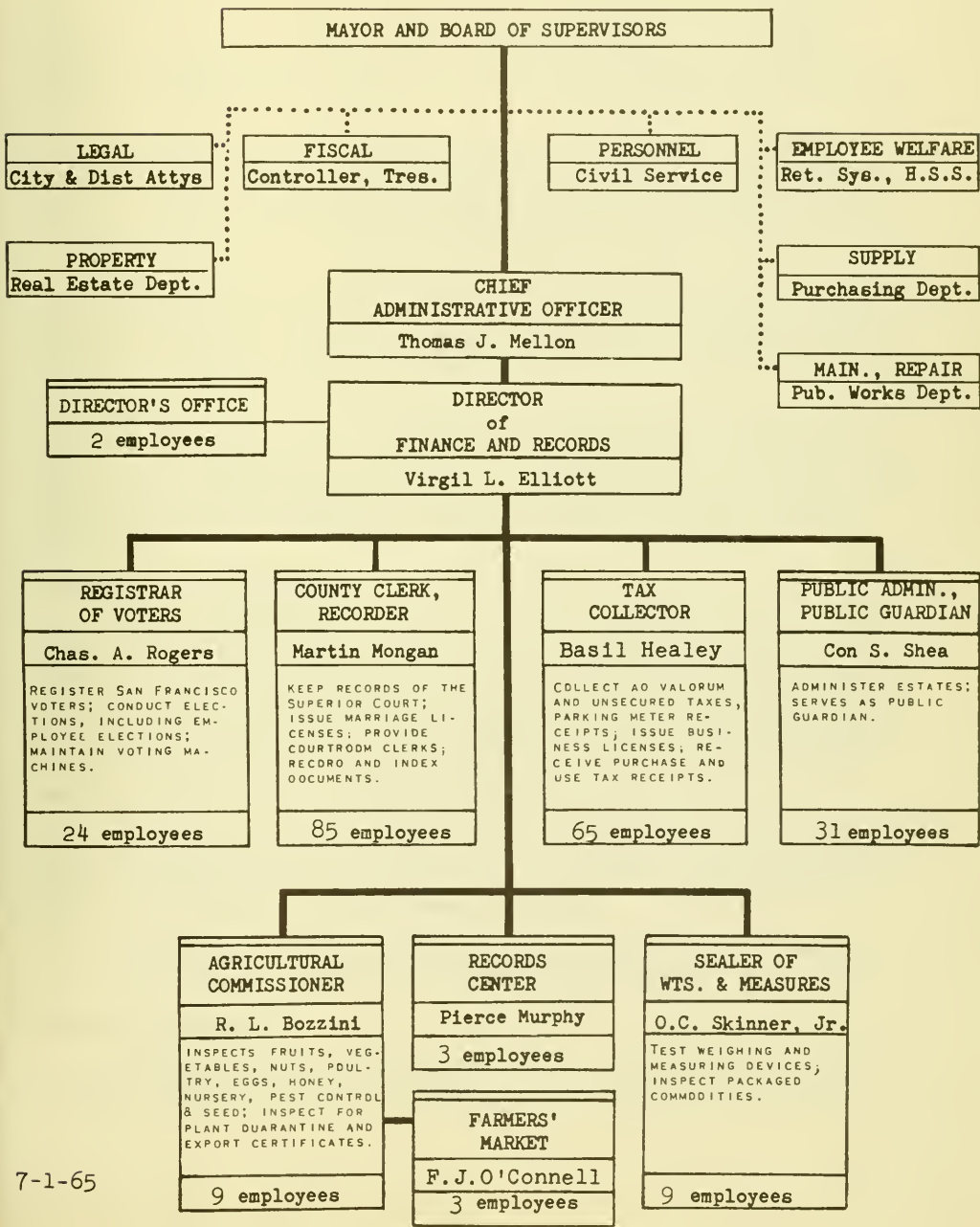
I N D E X

Letter of Transmittal	1
Index	3
Organization Chart	4
Records Preservation Officer	5
Records Center	12
County Clerk	14
Recorder	21
Sealer of Weights and Measures	24
Agricultural Commissioner	26
Farmers' Market	31
Registrar of Voters	34
Public Guardian	37
Public Administrator	40
Tax Collector	42

.

ORGANIZATION CHART -- DIRECTOR OF FINANCE AND RECORDS

City and County of San Francisco, California



RECORDS PRESERVATION OFFICER

1964-65

Slightly less than 5 per cent of the records of the City and County which have been classified as "essential" under provisions of Ordinance No. 126-62 have been protected against a major disaster. The remainder, most of them paper originals, have been recommended for preservation by having a duplicate copy stored either in a disaster-proof underground vault or in a "dispersal" location.

Ordinance No. 126-62 declares that the "public interest demands that various City and County records which would be essential to the continuity of government and the protection of rights and interest of individuals in event of a major disaster be preserved against possible destruction by fire, earthquake, flood, enemy attack or other cause".

Incorporated into the Administrative Code as Sections 8.9 through 8.11, this ordinance names the Chief Administrative Officer, or the head of any department under his jurisdiction as designated by him, to serve as Records Preservation Officer. The Chief Administrative Officer delegated this duty to the Director of Finance and Records.

Under provisions of the ordinance, the Records Preservation Officer "shall recommend to the Mayor and the Board of Supervisors a program for the selection and preservation of essential City and County records, shall advise and assist in its establishment and maintenance, and shall recommend the place and manner of safekeeping of essential records and preservation of duplicates".

Annual Survey Is Submitted

On the first Monday in December each year, the Records Preservation Officer is required to submit to the Mayor and the Board of Supervisors a written report containing recommendations as to which City and County records should be designated as essential and preserved against a major disaster. In addition, he is required to file a follow-up report "on the status and progress of the records preservation program, together with recommendations for making such revisions as deemed necessary to keep the inventory of essential records current, accurate and complete".

The report submitted December 7, 1964, classified 31,255 cubic feet of City and County records as essential within the meaning of Ordinance 126-62. However, only 1,421 cubic feet, or 4.9 per cent, had been safeguarded by a preservation copy, either on microfilm or on paper.

In other words, 95.1 per cent of the City's and County's essential records would be lost if the original copy were destroyed.

Progress Is Being Made

Several steps have been taken to preserve vital records. First came the State requirement that the original copies of all birth, marriage and

Death certificates be sent to Sacramento for safekeeping and reference. Secondly, during World War II, when bombing of our city by the enemy was a possibility, most departments had their then current important records placed on microfilm which was stored in the Records Center's under-ground vault. A few departments at that time microfilmed important records dating back to 1906.

More recently, microfilming was begun of documents filed with the Recorder (in 1959) and of selected County Clerk's documents, including wills, judgments and decrees (in 1960). A project to microfilm the Recorder's documents back to 1906 is under way. The Bureau of Sewer Repair has micro-filmed many records up through the mid-fifties. Security copies of the above filmed documents are stored in the Twin Peaks Vault. All the journals and original ordinances and resolutions of the Board of Supervisors were micro-filmed and one set of microfilm copies has been placed for safekeeping in the Record Center's under-ground vault. The other set is maintained in the Supervisors' office, where a microfilm viewer is used to project an enlarged copy on a screen, or make a copy, whichever is desired.

Not only is the records preservation program a protection of public records, but it may as well prove to be the more economical method, especially with regard to records that must be kept indefinitely, such as court records. Substantial space saving is another favorable factor.

Recommended Methods

The Records Preservation Officer continues to recommend that all departments request the funds necessary, or otherwise provide for protection of essential records in their custody through one of the following methods:

A -- A duplicate copy should be made of the original document; with either the duplicate or the original remaining in use at its customary location, and the other being stored in a disaster-proof under-ground vault, or at a "dispersal" location.

B -- Upon determining that it is important to provide for a preservation duplicate, and further that the original record is not frequently used, the original should be stored in the disaster-proof under-ground vault or at a "dispersal" location, as the "preservation" copy.

The Records Preservation Officer will assist in whatever way possible in the developing of records preservation programs. Funds required for such activities may be requested by the various departments, offices, boards and commissions through the usual budgetary channels.

The 1964-65 "Inventory of Essential Records" begins on the next page.

INVENTORY OF RECORDS DESIGNATED AS ESSENTIAL,
CITY AND COUNTY OF SAN FRANCISCO, CALIFORNIA

as of December 7, 1964

(Volume Indicated in Cubic Feet)

<u>Dept., Office, Board, or Commission</u>	<u>Type of Record</u>	<u>Total</u>	<u>NOT Safe- guarded by Pre- servation Copies</u>	<u>Safe- guarded by Pre- servation Copies</u>
ADULT PROBATION	Probationers Index	9	9	0
	Trust funds-open cases	1	1	0
	Board minutes	1	1	0
AIRPORT	Plant ledgers	1	1	0
	Notice to airmen	1	1	0
ART COMM.	Commission minutes	2	2	0
ASSESSOR	Real property	110	108	1
	Personal property	198	198	0
	Boats	20	19	1
	Veterans	12	12	0
BOARD OF EDUCATION	Legal-claims to state, contracts, etc.	111	108	3
	Board minutes	3	2	1
	Students	3	1	2
	Teachers	2	1	1
BOARD OF SUPERVISORS	Ordinances	22	22	0
	Resolutions	10	10	0
	Indexes	2	2	0
	Board minutes and Municipal reports	23	23	0
CHIEF ADMIN. OFFICER	Pub. and Adv. contracts	2	2	0
CITY ATTORNEY	Recent litigated cases	590	590	0
	Active office files	27	27	0
	Registers of actions	8	8	0
CITY PLANNING	Commission minutes	4	3	1
	Land use maps	1	0	1
	Sanborn Maps	1	0	1
	Zoning	120	120	0
	Planning	38	38	0
	Administrative	21	21	0
	Historical	17	17	0

<u>Dept., Office, Board, or Commission</u>	<u>Type of Record</u>	<u>Total</u>	<u>NOT Safe- guarded by Pre- servation Copies</u>	<u>Safe- guarded by Pre- servation Copies</u>
CIVIL SERVICE	Examinations	830	830	0
	Certification	102	12	0
	In-service Training	2	2	0
	Payroll	81	80	1
	Minutes, legal	102	102	0
	Standardization	92	92	0
CONTROLLER	Fiscal - budget payroll, etc.	7050	7049	1
deYOUNG MEMORIAL MUSEUM	Legal records, minutes	16	15	1
DISASTER CORPS	Matching funds documents	6	6	0
DISTRICT ATTORNEY	Active aid to needy children cases	108	108	0
	Family relations index	20	20	0
	Active prosecution cases	25	25	0
ELECTRICITY	Maps of underground police and fire cables	2	2	0
FINANCE AND RECORDS	Director's records	1	1	0
	Recorder's documents	3460	2800	8
	Recorder's documents indexes	65	64	1
	Recorder's Liq Pendants	38	38	0
	Marriage certificates and indexes	500	100	400
	Secured tax rolls	620	620	0
	Business licenses	10	9	1
	Public Administrator active estates	175	175	0
	Superior Court registers of actions and indexes	620	620	0
	Superior Court cases, last 10 years	1900	1900	0
	Statements of votes, municipal elections	136	136	0

<u>Dept., Office, Board, or Commission</u>	<u>Type of Record</u>	<u>Total</u>	<u>NOT Safe- guarded by Pre- servation Copies</u>	<u>Safe- guarded by Pre- servation Copies</u>
FIRE DEPT.	Commission minutes	36	36	0
HEALTH SERVICE SYSTEM	Membership records	21	21	0
	Medical claims cover pages	26	26	0
	IBM membership cards	21	21	0
HETCH HETCHY	Water resources	11	11	0
	Financial	4	4	0
	Contracts	1	1	0
	Deeds, etc.	19	19	0
	Raker Act	3	3	0
	Lands and Rights-of-way	8	8	0
	Engineering drawings	1	1	0
	Engineering, project records	40	0	40
HOUSING APPEALS	Minutes	1	1	0
HOUSING AUTH.	Board minutes	17	17	0
	Lease documents	40	40	0
JUVENILE PROBATION	Trust funds, accounts receivable	4	4	0
	Board minutes	1	1	0
LEGION OF HONOR	Trustee minutes	1	0	1
MUNICIPAL COURT	Court cases, last 10 years	1070	1070	0
	Registers of actions, indexes and minute books	762	762	0
	Active traffic fines	390	390	0
	Record of Exhibits	1	1	0
MUNICIPAL RAILWAY	Plant ledgers	4	4	0
	Contracts, leases	2	2	0
	Farebox change records	4	4	0
	Computer programs	18	18	0
	Claimant's index cards	4	4	0
	Master cross index cards	3	3	0

<u>Dept., Office, Board, or Commission</u>	<u>Type of Record</u>	<u>Total</u>	<u>NOT Safe- guarded by Pre- servation Copies</u>	<u>Safe- guarded by Pre- servation Copies</u>
PARKING				
AUTHORITY	Authority minutes	2	2	0
PERMIT APPEALS	Board minutes	2	2	0
POLICE DEPT.	Commission minutes	36	36	0
PUBLIC HEALTH	Birth certificates	615	110	515
	Death certificates	535	100	435
	Mental health	1	1	0
	Active hospital medical cases	1500	1500	0
PUBLIC LIBRARY	Commission minutes	6	6	0
PUBLIC WORKS	DPW minutes	97	97	0
	Orders	75	75	0
	Contracts	350	350	0
	Non-duplicated accounting records	640	640	0
	Architecture	1425	1425	0
	Engineering	605	600	5
	Industrial waste disposal	2	2	0
	Building inspection	143	143	0
	Building permits	3150	3150	0
	House numbers	37	37	0
PUC GENERAL OFFICE	Commission minutes	13	13	0
	Index to minutes	3	3	0
PURCHASER	Purchase order register	2	2	0
	Contracts	1	1	0
	Equipment inventory	6	6	0
	Auto control	2	2	0
	Service agreements	1	1	0
REAL ESTATE	Property	19	19	0
	Leases, agreements	2	2	0
RECREATION- PARK	Commission minutes	11	11	0
	Legal documents	4	4	0
REDEVELOPMENT	Minutes	1	1	0
	Legal documents	2	2	0

<u>Dept., Office, Board, or Commission</u>	<u>Type of Record</u>	<u>Total</u>	<u>NOT Safe- guarded by Pre- servation Copies</u>	<u>Safe- guarded by Pre- servation Copies</u>
RETIREMENT SYSTEM	Membership	82	82	0
	Active tab cards	61	61	0
	Compensation	117	117	0
	Miscellaneous	21	21	0
SHERIFF	Jail inmates	3	3	0
TREASURER	Bonds pledged as collateral \$213,000,000, Retirement System bonds \$289,000,000, Treasurer's correspondence	16	16	0
	Teller's reports	8	8	0
	Inheritance tax records	8	8	0
	Accounting records, reports, etc.	8	8	0
WAR MEMORIAL	Trustee minutes	7	7	0
WATER DEPT.	Service records - map books, connections	40	40	0
	Service - tap books by streets, also numerical	8	8	0
	Engineering records	10	10	0
	Contracts	10	10	0
	Project specifications	20	20	0
	Property valuation books	1	1	0
	Deed records	100	100	0
	Water rights, etc.	15	15	0
	Plant ledgers	10	10	0
WELFARE	Commission minutes	6	6	0
	Current recipient card records	48	48	0
	Active case records	1525	1525	0
	T O T A L S	31255	29075	1421

RECORDS CENTER

1964-65

The Records Center was established 14 years ago by ordinance of the Board of Supervisors. This ordinance, now comprising Chapter 8 of the San Francisco Administrative Code, authorizes the Chief Administrative Officer to establish, maintain and operate within a department under his jurisdiction a Records Center for the "orderly storage, care, management and safeguarding of storage records of the departments and offices of the City and County and of the San Francisco Unified School District." The Chief Administrative Officer has delegated to the Director of Finance and Records the authority to administer the operations and personnel of the Records Center. A Principal Clerk and two Clerks comprise the Center's staff.

Under provisions of the Administrative Code, services of the Records Center are provided without charge, including storage boxes, transportation of boxes and reference services. Paper records are stored at 144 Townsend and 930 Bryant Streets, where the combined capacity is 32,500 cubic feet (storage boxes), and at the old Municipal Railway streetcar barn, Geary Boulevard and Masonic Avenue, where not more than 3,000 cubic feet can be stored.

Microfilm records are stored in the underground vault beneath the Municipal Railway's Forest Hill Station. Most microfilm images are on 100-foot, 16 mm. reels and placed in cartons 2"x4"x11" in size. These cartons are stored in fireproof metal safes which have combination locks. Double fire-proof doors protect against unauthorized entry to the vault room, wherein temperature and humidity controls have been provided.

Storage Boxes Damaged by Fire

A fire on the ground floor at the Townsend Street location caused smoke damage and some charring of the cardboard boxes stored on the floor above, but there was no damage to the paper records themselves. An insurance claim was filed to replace the damaged box-covers.

It would be highly desirable to consolidate the paper records at one storage location, rather than the present three, which complicates our reference service. Our immediate concern, however, is an effort to obtain consent from departments concerned in disposal of old records that have no further use, or which are not required by law to be kept any longer. Of second, and equal concern, is an effort to urge departments to microfilm records which must be kept indefinitely. It is less costly to microfilm records that must be kept 40 or more years.

A breakdown of records in storage is given on the next page.

RECORDS IN STORAGE AS OF JUNE 30, 1965

<u>Department</u>	<u>Microfilm (100' Reels)</u>	<u>Paper Records (Cubic Feet)</u>	<u>1964-65 Reference</u>
Adult Probation		268	83
Art		16	0
Assessor	38.5	74	22
Board of Supervisors		256	30
Calif. Palace of Legion of Honor	.3		0
Chief Administrative Officer . .		3	0
City Attorney		698	51
City Planning	16.5	74	26
Civil Service	7.8	691	305
Controller.	17.6	6,225	54
DeYoung Museum8		0
District Attorney		26	0
Electricity	3.3		0
Fair Employment		4	0
Finance & Records:			
County Clerk (Superior Court) .	55.5	13,115	21,148
Recorder	2,241.0		220
Registrar of Voters		27	0
Public Administrator		365	58
Tax Collector	7.8	357	104
Weights and Measures		4	0
Health Service System			25
Law Library	6.0		0
Mayor		12	0
Municipal Court	55.0	3,344	3,570
Public Defender		33	4
Public Health:			
Child Psychiatric Clinic		168	404
Crippled Children's Services. .		125	864
City Clinic		311	720
Laguna Honda		270	43
Other health services	15.0	164	2
S. F. General Hospital		1,918	130
Public Utilities:			
Airport	1.5		0
Bur. of Light, Heat and Power .	2.5	97	9
General Office P. U. C.		47	0
Hetch Hetchy.	15.0	352	131
Municipal Railway	3.5		0
Utilities Engineering Bureau .	525.0		0
Water	74.0	196	0
Public Welfare.		29	0
Public Works:			
Army Street Office.		416	20
Engineering Office		151	4
Main Office	55.8	41	0
Sewer Repair Division		3	0
Purchasing.		1,132	156
Real Estate		105	4
Recreation and Park	6.5		0
Retirement System	8.5	83	4
Schools	416.5		0
Sheriff	3.8	896	20
Superior Court (Sec'y. Records).	2.3	0	0
Youth Guidance Center		170	7
TOTALS	3,580.0	32,266	28,218

COUNTY CLERK

The County Clerk's Office serves as the ministerial arm and office of record of the Superior Court of the City and County of San Francisco. In addition, certain statutory indices are maintained, the principal ones being the Corporation index, the Partnerships and Fictitious Names index, and the index of Notaries Public. Marriage licenses are issued by this office. Branch offices are maintained at the Hall of Justice, the Youth Guidance Center and at San Francisco General Hospital.

During the past year the Marriage License Bureau has been moved from the third floor of the City Hall to the first floor in the front section of the Recorder's Office. This change has provided much better service to the public.

The new quarters for the Probate Court and the court commissioners were installed in the western end of the main office. The resulting rearrangement of the County Clerk's office has provided more filing capacity and a greater utilization of scarce floor space.

The Superior Court has revised its method of handling the probate calendar, which conforms to prevailing practice in other metropolitan counties. Two Commissioners hear the routine cases formerly assigned to a Superior Judge. This has necessitated assigning an additional court clerk to the commissioners in this division.

Several bills were introduced in the last session of the Legislature to increase the fee revenue. Due to unsettled conditions in Sacramento most of these bills failed to pass and only a few minor upward revisions in fees were secured.

<u>3 Year Summary Comparison</u>	<u>1962-63</u>	<u>1963-64</u>	<u>1964-65</u>
Superior Court Proceedings:			
Civil actions and petitions	10,483	11,289	11,768
Probate petitions	3,950	3,836	3,996
Criminal actions	1,951	2,054	2,234
Juv.petns.no.of children	2,452	2,659	2,503
Psychiatric petitions	3,342	3,853	2,868
Appeals	109	114	152
Marriage licenses issued	6,921	7,201	7,618

Detailed operations of the various divisions of the County Clerk's Office are shown below:

CASHIER'S DIVISION

The revenue from fees collected in 1964-65 increased from \$258,481 to \$264,055. A comparative statement of fee revenue follows:

CASHIER'S DIVISION (Cont'd.)	<u>1962-63</u>	<u>1963-64</u>	<u>1964-65</u>
Probate Department	Ⓜ 87,123	Ⓜ 84,454	Ⓜ 90,446
General Department	113,418	122,298	123,345
Civil Department	41,434	44,097	44,997
Marriage License Dept. *	6,921	7,203	*
Professional Registrations	<u>456</u>	<u>429</u>	<u>267</u>
Total Office Fees	Ⓜ249,352	Ⓜ258,481	Ⓜ264,055

*Marriage License Fees now collected by the Recorder's Office.

	<u>1962-63</u>	<u>1963-64</u>	<u>1964-65</u>
Fines, Law Library Fees and <u>Collections for Other Departments:</u>			
Marriage License Fees	Ⓜ 6,921	Ⓜ 7,203	Ⓜ 7,618
Juvenile Court Fines	1,680	744	530
Juvenile Court Traffic Fines	6,488	12,335	13,320
Juv.Ct.Tr.Fines to State Treas. (Sec. 42050 Vehicle Code)	-	-	-
Crim. Dept. Fines and Forfeitures	75,757	85,449	50,560
Peace Officers Training Fund	3,425	4,555	3,639
Payments to State Dept. of Pub. Health (Sec. 26859 Govt. Code)	1,042	1,273	1,245
Law Library Fees	61,407	65,007	67,724
Sup.Ct. Reporters Salary Fund	<u>200,514</u>	<u>214,653</u>	<u>222,139</u>
Total Fees and Fines Collected	Ⓜ606,586	Ⓜ649,700	Ⓜ630,830
Trust Fund Deposits:			
Civil Court Deposits & Jury Fees	1,661,989	1,168,626	1,849,065
Criminal Bail Deposits, Cash & Bonds	<u>24,876</u>	<u>4,400</u>	<u>8,250</u>
Total Money Collected	<u>Ⓜ2,293,451</u>	<u>Ⓜ1,822,726</u>	<u>Ⓜ2,488,145</u>
Exempt Services. No Fees Collected	Ⓜ24,729	Ⓜ26,941	Ⓜ31,973

GENERAL DIVISION

New Civil actions filed during the past fiscal year totaled 11,768 compared with 11,289 in 1963-64. A breakdown of other filings follows:

	<u>1962-63</u>	<u>1963-64</u>	<u>1964-65</u>
Civil Actions	10,483	11,289	11,768
Adoptions	374	369	340
Certificates of Incorporation	983	1,038	949
Cts. of Copartnership & Fic. Names	1,109	1,186	1,141
Official and Notarial Bonds	1,073	1,070	1,484
Oaths of Office	1,301	1,411	1,863

Following is a breakdown by character of civil actions filed:

	<u>1962-63</u>	<u>1963-64</u>	<u>1964-65</u>
Over \$3,000 to \$5,000	47	28	60
More than \$5,000	4,728	5,278	5,851
Divorce	3,108	3,160	2,975
Annulment	488	518	435
Separate Maintenance	222	213	184
All Other Actions	<u>1,880</u>	<u>2,092</u>	<u>2,263</u>
Totals	10,473	11,289	11,768

CIVIL DIVISION

	<u>1962-63</u>	<u>1963-64</u>	<u>1964-65</u>
Disposition of Civil Actions:			
Judgts. by Jury on verdict	287	367	363
Judgts. Misc. after Ct. Hearings	1,580	1,694	1,985
Judgts. on Default	76	75	134
Dismissals by Parties	3,521	3,413	3,980
Trsfrd. to other Jurisdictions	190	270	254
Sep. Maint. Judgts. Grtd.	32	42	30
Annulments of Marriage Grtd.	414	418	379
Interloc. Decrees of Div. Grtd.	2,338	2,413	2,431
Final Decrees of Div. Grtd.	2,243	2,174	2,134
Orders of Adoption	201	318	283
Appeals to District and Supreme Courts from Superior Court	219	224	238
Appeals Disposed of:			
Affirmed	62	66	48
Modified	2	4	2
Reversed	23	25	27
Dismissed	54	49	42

PROBATE DIVISION

New Estate and guardianship proceedings amounted to 3996 compared with 3836 for the previous fiscal year.

	<u>1962-63</u>	<u>1963-64</u>	<u>1964-65</u>
Probate Proceedings Filed:			
Testate	2,017	1,982	2,135
Intestate	1,236	1,226	1,189
Missing Persons	2	-	3
Guardianship Proceedings Filed:			
Minor	201	163	161
Incompetent	464	349	339
Conservator	30	116	169

PROBATE DIVISION (Cont'd.)

	<u>1962-63</u>	<u>1963-64</u>	<u>1964-65</u>
Letters Issued:			
Testamentary	1,732	1,771	1,803
Administration	995	936	892
Administration with Will Annexed	337	301	292
Special	186	237	147
Guardianship	647	507	522
Conservator	33	105	188

CRIMINAL DIVISION

Three Courts hear criminal matters daily at the Hall of Justice. Statistics below are based on number of defendants:

	<u>1962-63</u>	<u>1963-64</u>	<u>1964-65</u>
New Actions filed	1,951	2,054	2,234
Informations	1,513	1,514	1,705
Indictments	322	374	362
Cert.fr.Muni.Ct.for Judgt.	24	26	23
Cert.fr.Muni.Ct.for Hearing on Sexual Psychopathy	12	9	13
Pets. for Cert. of Rehabilitation	7	7	2
Cert.fr.Muni.Ct.for hearing on Present Sanity	55	111	108
Cert.fr.Muni.Ct.to determine Narcotic addiction	12	13	21
Disposition of Cases:			
Convicted after Pleas of Nolo Contendere	-	6	20
Convicted after Pleas of Guilty	1,214	1,362	1,270
Convicted after Court Trials	338	356	313
Convicted after Jury Trials	89	94	114
Dismissed	177	197	297
Transferred to other Jurisdictions	10	9	3
Acquitted after Court Trials	94	131	126
Acquitted after Jury Trials	42	30	52
Sentenced to County Jail	411	395	352
Sentenced to State Prison	289	280	279
Judgments of Death	2	-	-
Sentenced by Fines	5	8	5
Committed to Youth Authority	67	59	84
Committed as Sexual Psychopaths	19	8	14
Committed as Insane	30	68	67
Prob.Grtd.,inc.Conditional Prob.	769	932	843
Certs. of Rehabilitation Granted	4	7	4
Committed re: Narcotic Addiction	59	74	77

CRIMINAL DIVISION (Cont'd.)

	<u>1962-63</u>	<u>1963-64</u>	<u>1964-65</u>
Fines and Bail Forfeitures Collected:			
Fines and Assessments	\$62,432	\$56,263	\$40,488
Bail Forfeitures	13,750	24,500	6,000
Writs of Habeas Corpus issued:	35	28	37
Appeals to State Appellate Court:			
Pending at beginning of Year	65	51	75
Filed during the Year	44	70	110
Disposition of Appeals:			
Affirmed	29	21	22
Reversed	13	7	12
Dismissed	13	11	24
Pending	51	75	123
Abandoned	2	1	2
Modified	1	6	2
Croner's Transcripts Filed	287	281	206

JUVENILE COURT DIVISION

The Juvenile Court meets every day at the Youth Guidance Center, 375 Woodside Avenue, San Francisco. Statistics follow:

	<u>1962-63</u>	<u>1963-64</u>	<u>1964-65</u>
Petitions Filed:			
Ptns. for Comm. of Dependent children	461	481	499
Number of children	793	823	854
Suppl. ptns. filed on Dependent children	1,252	1,369	1,449
Ptns. filed on Delinquent children	1,659	1,836	1,659
Number of children	1,659	1,836	1,659
Suppl. ptns. filed on Delinquent children	905	928	729
Juvenile Traffic Hearings:			
Moving violations	4,101	5,361	4,970
Fines Collected	\$6,488	\$12,850	\$13,275

STATE HOSPITAL COURT DIVISION

The State Hospital Court meets at 9:30 AM every day at San Francisco General Hospital, 2450 Twenty-second Street. The Courtroom Clerk is in attendance from 8 AM to 5 PM each day.

STATE HOSPITAL COURT DIVISION (Cont'd.)

	<u>1962-63</u>	<u>1963-64</u>	<u>1964-65</u>
Alleged Insane Persons:			
Examinations	1,767	2,049	1,686
Committed to State Hospitals	1,429	1,592	1,176
Examined and discharged	338	457	510
Intemperance and Use of Drugs:			
Examinations	1,529	1,786	1,145
Committed to State Hospitals	1,299	1,546	933
Examined and Discharged	226	240	212
Feeble Minded:			
Examinations	46	18	37
Comm.to Homes for Feeble Minded	46	18	37

APPELLATE DIVISION

Three judges of the San Francisco Superior Court appointed by the Chairman of the Judicial Council, sit each Friday morning as the Appellate Department of the Superior Court. Appeals from the Municipal Court, Criminal or Civil, are heard by the Appellate Division. Appeals from the Small Claims Court are tried de novo.

	<u>1962-63</u>	<u>1963-64</u>	<u>1964-65</u>
Civil Appeals from Muni Ct:			
Filed during the year	52	44	47
Disposition of Appeals:			
Affirmed	28	30	19
Modified	1	2	0
Reversed	7	19	10
Dismissed	4	7	9
Rehearings Denied	1	5	6
Under Submission or Pending	13	2	9
Criminal Appeals from Muni Ct:			
Filed during the year	22	34	56
Disposition of Appeals:			
Affirmed	14	24	28
Reversed	5	8	10
Dismissed	2	2	3
Pending	11	8	14
Modified	-	1	0
Abandoned	1	3	1
Appeals from Small Claims Court	35	36	49

APPELLATE DIVISION (Cont'd.)

	<u>1962-63</u>	<u>1963-64</u>	<u>1964-65</u>
Disposition of Small Claims Appeals:			
Affirmed	21	21	22
Reversed	12	12	12
Dismissed	6	6	8
Under Submission or Pending	1	3	7

LICENSE DIVISION

Marriage licenses issued in 1964-65 totaled 7618 or 417 more than the previous fiscal year. There were 2134 decrees of divorce entered, or 40 less than in 1963-64.

	<u>1962-63</u>	<u>1963-64</u>	<u>1964-65</u>
Marriage Licenses Issued	6,921	7,201	7,618
Professional Registrations	228	182	187

RECORDER
1964-65

The Recorder's office, as required by law, receives for recording all papers or notices that may legally be recorded, makes and keeps a true copy of the original, indexes the same, and arranges the books of record and indices in suitable places to facilitate their inspection.

A program for microfilming old records dating back to the 1906 fire was started in 1960-61. Funds to continue this project were appropriated in the 1961-62, 1962-63, 1963-64 and 1964-65 budgets, and 759 old record books were microfilmed in 1964-65.

The two principal long-range objectives of the Recorder's office are (1) the conversion from the handwritten "Cott" system general indices to printed absolute alphabetical indices prepared by mechanical means (this would increase the legibility of the most vital records in the office and provide much better service to the public); (2) the completion of our current project of microfilming all of the old records. When this is finished, valuable dead storage space will be released for working areas.

'Profit' of \$85,392.21

The Recorder's office continued in 1964-65 to show an excess of receipts over expenses, the amount being \$85,392.21. Receipts from recording and filing fees totaled \$272,362.40 or 45% more than the expenditures of \$186,970.19. The breakdown of receipts follows:

<u>Receipts</u>	<u>1962-63</u>	<u>1963-64</u>	<u>1964-65</u>
Recording fees.....	\$262,930.40	\$266,530.80	\$252,986.40
Special Service fees.....	10,706.00	11,277.85	12,058.00
Marriage license recording fees...	6,921.00	7,203.00	7,318.00
	<u>\$280,557.40</u>	<u>\$285,011.65</u>	<u>\$272,362.40</u>
 <u>Expenditures</u>			
Salaries.....	\$156,859.81	\$162,259.00	\$168,458.03
Other.....	27,494.96	21,730.74	18,512.16
	<u>\$184,354.77</u>	<u>\$183,989.74</u>	<u>\$186,970.19</u>
 Excess, receipts over expenditures	\$ 96,202.63	\$101,021.91	\$ 85,392.21

Receipts listed do not include desk rental fees collected last fiscal year by the Real Estate Department in the amount of \$1,830, for desk space in the Recorder's office used by title companies, record searchers, etc. Neither do they include \$10,971.55 estimated work for 3,073 papers (4,084 pages) of "official", or free recordings; that is, the service rendered to war veterans, dependents of war veterans, compensation and pension claims, old age pension claims and miscellaneous Federal, State or other political subdivision recordings; which service is required by state law to be performed without fees.

An additional \$250 could be added for other free work performed as a courtesy to other City and County departments.

The monthly breakdown of recording and filing fee receipts follows:

	1962-63	1963-64	1964-65
July.....	\$ 23,189.55	\$ 25,870.25	\$ 25,524.75
August.....	25,081.10	25,583.50	22,344.05
September...	18,730.60	21,060.30	20,868.50
October.....	23,625.25	26,244.30	23,123.30
November....	22,795.45	20,816.45	21,354.00
December....	20,092.95	23,178.45	22,922.30
January.....	23,831.60	24,075.15	21,601.70
February....	21,326.35	22,115.90	21,481.90
March.....	25,072.70	23,523.95	24,620.55
April.....	26,569.50	25,142.95	23,979.55
May.....	26,584.15	23,626.90	21,164.35
June.....	23,658.20	23,773.55	23,377.45
	<u>\$280,557.40</u>	<u>\$285,011.65</u>	<u>\$272,362.40</u>

Documents Filed and Recorded

The following are the principal classifications of the 119,849 documents filed and recorded during 1964-65. For comparative purposes, lists for two preceding fiscal years are included:

	1962-63	1963-64	1964-65
Affidavits of Death.....	1,503	1,335	1,457
Agreements.....	178	362	360
Decrees.....	2,214	2,027	2,088
Deeds.....	19,707	18,379	18,390
Deeds of Trust.....	24,175	22,404	22,565
Judgments and Abstracts.....	2,250	2,380	2,663
Miscellaneous.....	33,041	39,471	37,173
Military Discharges.....	603	706	526
Mortgages of Personal Property and Financial Statements.....	13,066	12,279	11,254
Mortgages of Real Property.....	586	552	467
Notices of Default.....	1,067	1,113	1,518
Reconveyances.....	21,617	21,159	20,271
Tax Liens - Federal.....	1,415	1,246	1,117
Total.....	<u>121,422</u>	<u>123,413</u>	<u>119,849</u>

The figures below show recordings of deeds, mortgages, and deeds of trust for the past 10 years:

<u>Fiscal Year</u>	<u>Deeds</u>	<u>Mortgages</u>	<u>Deeds of Trust</u>
1955-56	18,021	720	16,602
1956-57	17,827	716	14,983
1957-58	16,516	653	14,188
1958-59	18,308	807	17,097
1959-60	17,350	663	16,791
1960-61	17,147	525	18,710
1961-62	18,680	548	21,942
1962-63	19,707	586	24,175
1963-64	18,379	552	22,404
1964-65	18,390	467	22,565

The following table lists the number of marriages performed in San Francisco since 1945-46:

1945-46	13,453	1955-56	6,526
1946-47	11,038	1956-57	6,895
1947-48	9,629	1957-58	6,502
1948-49	8,465	1958-59	6,595
1949-50	7,397	1959-60	6,629
1950-51	8,195	1960-61	6,538
1951-52	7,220	1961-62	6,602
1952-53	7,359	1962-63	6,786
1953-54	6,711	1963-64	7,215
1954-55	6,686	1964-65	7,160

ANNUAL REPORT
DEPARTMENT OF WEIGHTS & MEASURES

Fiscal Year 1964-65

San Francisco's Weights and Measures Department is charged with the obligation of enforcing "Business and Professions Code" laws and regulations governing commercial transactions in commodities, services and a variety of allied duties. In essence these duties require our involvement in almost all phases of business.

The staff consists of: one Sealer, one Senior Inspector, 6 Inspectors and one Senior Clerk Typist, working out of an office in the City Hall.

As in all agencies of County or City government, new demands and requirements are being made on this Department. Recent State legislation now places responsibility for verifying the accuracy of commercial Odometers, Taximeters, Electric Sub-Meters, Aerosol containers and enforcement of new Label Laws on Weights and Measurement offices.

These additional duties involve special equipment and training as the testing technique is not closely related to our present procedures. The cost of these increased activities must be justified by the benefits to our taxpayers, if we are to earn the confidence of those who depend on us to protect their interest, as well as protect the interest of all merchants and businessmen who comply with all laws and regulations.

Modern merchandising, where fewer and fewer merchants sell to greater and greater numbers of customers, makes an actuality of the hypothetical situation each of us has considered at some time. "If I could think of a way to collect a penny from every one in the State, I would have an enormous income and nobody would be any the worse for it." So the condition exists where many tiny short weight transactions could become extremely profitable to a dishonest merchant if an alert and trained organization were not at work to prevent such activities.

Our training programs continue to be of great help. We now have courses in "Training and the Trainer", "Weighing Devices", "Measuring Devices", "Petroleum General", "Public Weighmaster" and "Rules of Evidence and Court Procedure", designed to improve our operations and which our inspectors have taken or will take in the future.

With the adoption of the Metric System in England and the recommendation by the House Committee on Science and Astronmics to the National Bureau of Standards for its adoption in the United States, it now appears that we must plan for further training and education in this field.

Education authorities have stated that "at least 20% of the average student's time in school is now wasted because we do not use the Metric System", "40% of the work of learning High School Physics could be avoided by exclusively using the Metric System" and "two years of elementary Arithmetic could be eliminated from the Grade School program if the United States would discard the English system of measurement".

Dr. Edward Teller says of our technological race, "We're losing by inches -- by feet -- and by yards" and that the use of the English system "erects an artificial barrier that often diverts, blunts and frustrates a youngster's interest in science". Thus, the tremendous stakes involved seem to require Weights and Measures offices everywhere to make their best efforts to further this great step toward the Metric System.

Despite the increase of responsibilities and technical problems, this office has not added any new employments since its inception in 1915 and still maintains one of the lowest per capita costs of any county in California for Weights and Measures enforcement.

There were 104 complaints received and adjusted in 1964-65 by departmental inspectors and 75 "orders to conform" issued. A total of 1,663,995 packages was inspected, of which 180,826 were found to be "light".

Following is a breakdown of 1964-65 inspections of weighing and measuring devices:

<u>Type</u>	<u>Sealed</u>	<u>Adjusted</u>	<u>Condemned</u>	<u>Confiscated</u>
Scales:				
Counter	2,240	239	58	12
Spring	1,704	307	6	2
Computing	3,995	463	36	1
Heavy capacity	2,261	343	149	12
Person weighers	405	36	61	1
Prescription (Drugs) . .	455	9	8	1
Weights:				
Drug	14,938	3	0	145
Commercial	9,163	47	2	44
Measures:				
Retail Pumps	5,093	53	228	1
Grease Meters)	741	3	7	1
Lube Oil Meters)				
Yardage Meters	174	3	0	
Liquid Measures	2,496		2	
Wholesale Meters	11			
Totals	<u>43,676</u>	<u>1,506</u>	<u>557</u>	<u>220</u>

Comparison of Workload Factors

	<u>1962-63</u>	<u>1963-64</u>	<u>1964-65</u>
Certificates Issued	13,764	11,908	13,870
Scales Tested	16,409	15,593	12,804
Weights Inspected	20,454	18,234	24,342
Gas Pumps Inspected	9,568	5,733	5,375
Other Measuring Devices Tested	6,727	3,646	3,718
Containers Inspected	1,076,760	1,090,436	1,844,811
Miscellaneous--Other--Calls (No previous record)			1,450

SAN FRANCISCO COUNTY DEPARTMENT OF AGRICULTURE

AGRICULTURAL COMMISSIONER

The general purposes and responsibilities of this department include the following:

To promote and protect the agricultural industry.

To protect and benefit both the grower and the consumer by enforcing the provisions of the Agricultural Code.

Within the authority delegated to us, to further and protect the health and welfare of our citizens.

The Agricultural Commissioner is a County Officer: as such, he heads the County Department of Agriculture. He must plan and direct staff members in the proper enforcement of all provisions of the California State Agricultural Code and the City and County regulations which pertain to the office of the County Agricultural Commissioner. This includes the inspection of fruits, vegetables, eggs, nuts, honey, poultry and rabbit meats in wholesale and retail establishments; the inspection of nurseries, seed firms, apiaries, post offices, express and freight terminals, for plant diseases, insect pests and plant quarantine requirements; the conducting of insect pest surveys and the maintaining of various insect traps; and the certification of agricultural products being exported to foreign countries in order to meet the requirements of freedom from pests and diseases.

The Agricultural Commissioner, under the California Disaster Plan, is designated as the County Food Administrator under the supervision of the California Director of Agriculture. One of his duties is to compile a food inventory of wholesale firms and private and public warehouses, which has been completed by this department. There are 160 such firms and warehouses in San Francisco. The information was placed on data processing cards and is available for use in time of disaster.

The export certification work has increased slightly. This is due to additional money being released to importers in the foreign countries to purchase agricultural commodities.

The number of retail stores inspected as to fruit, vegetables, eggs, honey, and poultry meat, has increased.

The San Francisco Wholesale Produce Terminal is operating at full capacity at its Islais Creek location since it opened in October 1963. This location has enabled us to make inspections more efficiently, and it has facilitated our work.

Revenue From 2 Sources:

Revenue received in 1964-65 consisted of \$3,300.00 from the State to augment the salary of the San Francisco Agricultural Commissioner, and \$4,247.11 from export certification fees.

In addition to the duties listed above, the Chief Administrative Officer has delegated to the Agricultural Commissioner the supervision of the Farmers' Market, including its functions and personnel.

Following is a comparison breakdown of inspection services provided:

PLANT QUARANTINE

All shipments of nursery stock and plants, plant products including fruit, seed and grain, used agricultural implements and appliances; are required to be held for inspection upon first arrival in the county in order to prevent the entry of plant diseases, insects, noxious weeds or seeds, which may be detrimental to agriculture. The post office, railway express, freight yards and commercial trucking concerns are visited daily for this inspection. In addition, many plants are inspected at nurseries.

In many cases treatment can be applied to plants rejected, thus insuring cleanliness; and the commodities may then be released.

<u>Plant Quarantine</u>	<u>1962-63</u>	<u>1963-64</u>	<u>1964-65</u>
Number of Premises	230	235	236
Shipments Inspected	6,893	8,896	11,899
Plants Inspected	7,714,841	13,718,356	9,103,316
Plants Rejected	13,374	6,620	145,075
Total Manhours	1,454	1,924	1,859

STANDARDIZATION

This is one of the major functions of this department. It relates to the inspection of fruits, nuts, vegetables, eggs, poultry meat, and honey, at the wholesale produce terminal, retail stores, and any other place where produce is offered for sale. This is to insure the enforcement of the requirements governing the quality, packing and marketing of these products. We inspect and certify loads of commodities moving interstate or intrastate; and to foreign countries when requested by shippers, to show compliance with California's standardization requirements.

<u>Wholesale Produce Market</u>	<u>1962-63</u>	<u>1963-64</u>	<u>1964-65</u>
Number of Premises	50	45	45
Premises Inspected	12,892	10,712	10,626
Rejection Tags	1,880	1,735	1,565
Packages Rejected	86,589	91,257	71,860
Packages Inspected	7,361,524	6,992,884	6,958,702

Retail Stores

Number of Premises	2,144	2,142	2,140
Premises Inspected	1,712	1,356	1,594
Rejection Tags	182	153	251
Packages Rejected	1,490	2,537	5,159
Packages Inspected	116,975	80,972	101,111

STANDARDIZATION - continued

<u>Farmers' Market</u>	<u>1962-63</u>	<u>1963-64</u>	<u>1964-65</u>
Number of Premises	50	45	45
Premises Inspected	12,450	12,700	12,800
Rejection Tags	120	74	17
Packages Rejected	10,248	1,157	471
Packages Inspected	206,890	195,846	176,611
Total Manhours for all Produce Inspection	6,239	5,551.5	5,505

Wholesale Eggs

Number of Premises	21	20	20
Premises Inspected	682	546	680
Dozens Rejected	161,231	158,965	178,789
Dozens Inspected	809,179	776,247	1,048,656

Retail Eggs

Number of Premises	2,128	2,130	2,131
Premises Inspected	1,685	1,324	1,896
Dozens Rejected	24,070	30,643	75,514
Dozens Inspected	315,136	243,498	450,906

Total Manhours for Whse. & Retail Egg Inspection	2,948	2,819	3,955
---	-------	-------	-------

Poultry Meat

Number of Premises	930	928	929
Premises Inspected	1,224	1,080	1,270
Packages Rejected	740	21,000	2,262
Packages Inspected	53,610	63,772	79,199
Total Manhours	370	359	384

Honey

Number of Premises	2,144	2,142	2,145
Premises Inspected	1,712	1,311	1,729
Packages Rejected	62	5,159	229
Packages Inspected	106,414	98,814	140,793
Total Manhours	420	387	430

TOTAL MANHOURS FOR ALL STANDARDIZATION	9,977	9,116.5	10,274
---	-------	---------	--------

NURSERY INSPECTION

All nurseries within the county are inspected at periodic intervals for the presence of pests, and for compliance with Grades and Standards. If serious pests are found, eradication measures must be taken immediately by the nursery. All plants must be correctly labeled as to name.

	<u>1962-63</u>	<u>1963-64</u>	<u>1964-65</u>
Number of Nurseries	180	184	182
Premises Inspected	188	172	221
Total Manhours	306.5	410.5	498

SEED INSPECTION

This involves the inspection and sampling of agricultural and vegetable seed lots at wholesale and retail locations for proper labeling as to germination and weed seeds.

	<u>1962-63</u>	<u>1963-64</u>	<u>1964-65</u>
Number of Premises	162	150	145
Premises Inspected	84	89	78
Total Manhours	101.5	178.5	133

EXPORT CERTIFICATION

This is the inspection of fruits and vegetables going to foreign countries in order to determine the compliance with the plant quarantine and standardization requirements of those countries. A fee is charged for this work.

	<u>1962-63</u>	<u>1963-64</u>	<u>1964-65</u>
Certificates Issued	1,029	956	1,495
Packages Inspected	131,591	118,516	177,920

DISPOSAL ORDERS ISSUED AT WHOLESALE PRODUCE TERMINAL

Disposal orders are issued for produce that has been rejected, or has been on hand too long. It is not salvageable.

	<u>1962-63</u>	<u>1963-64</u>	<u>1964-65</u>
Disposal Orders Issued	2,075	1,602	1,657
Number of Packages	90,207	51,363	41,294

PEST SURVEYS AND PEST CONTROL

Detection surveys are important for determining the possible presence of new and dangerous agricultural pests. If pests can be discovered before they become too widely distributed, then there is a greater possibility of eradication.

Pest control operators are licensed by the State Department of Agriculture. They must register with the Commissioner of the county in which the work is to be done.

State regulations specify conditions of workmanship, and the precautions in application under direction of the Agricultural Commissioner.

	<u>1962-63</u>	<u>1963-64</u>	<u>1964-65</u>
Number of Fruit Fly Traps	38	52	50
Number of Japanese Beetle Traps	30	20	20
Permits Issued to Pest Control Operators	23	12	14
Permits Issued for Use of Injurious Herbicides	15	15	18
Permits Issued for Use of Injurious Materials	5	8	9
Total Manhours	246.5	240	217

RELATED FUNCTIONS

This includes the other varied activities such as giving garden advice to home owners, the gathering of crop statistics, certifying official fumigation chambers, and performing general public relations work.

SAN FRANCISCO FARMERS' MARKET

The San Francisco Farmers' Market opened on August 12, 1943, during the wartime as an outlet for surplus and distressed crops from neighboring counties. Its first location was at Market Street and Duboce Avenue, and was operated by the farmers themselves. The City and County assumed management on August 1st, 1944. The Farmers' Market opened at its present location, 100 Alemany Boulevard on August 4, 1947, under a City Ordinance which authorized the Chief Administrative Officer to establish a Farmers' Market to be administered by him or by any department under his jurisdiction. It is now under the supervision of the Department of Agriculture which reports to the Chief Administrative Officer through the Director of Finance and Records.

The Farmers' Market Ordinance requires that fees charged shall be sufficient to pay the operating and maintenance costs of said Market, and in addition thereto, repay to the City and County of San Francisco within a reasonable period, any capital expenditures appropriated for said Market. As of June 30, 1965, \$293,223.67 has been repaid to the City. This is \$44,812.95 in excess of the cost of the land and capital improvements at the Farmers' Market which amounted to \$248,410.72.

The decrease in gross revenue for the year is the result of less tonnage being brought into the Market and fewer stalls being rented. This condition is the result of:

1. The rain and cold weather in the winter and spring of 1964-65 causing severe loss in agricultural products and later spring planting.
2. Less acreage under cultivation because small farmers are selling their farm land for subdividing.
3. The Market operating on a 5-day week, Tuesday through Saturday during 1962-63, 1963-64, and 1964-65, and on 2 6-day week, Monday through Saturday in years previous to 1962-63.

PROMOTION PLANNED:

It is contemplated that increased sales can be promoted through more news releases to newspapers, radio and television stations, and other outlets. We will also mail Growers Certificates and new information about the Market to all growers who have used the Market in recent years. Informational letters concerning the Market will be sent to all county agricultural commissioners.

The Market operates on a five-day week, Tuesday through Saturday, from 7 A. M. to 6 P. M.

The Market celebrated its Twenty-First Anniversary from August 11th to 15th, 1964. This period was proclaimed "Farmers' Market Twenty-First Anniversary Week" by Acting Mayor Peter Tamaras.

COMPARISON SUMMARY:

The following tabulation is a summary of Farmers' Market revenues, operating expenses, capital costs, and stall and tonnage fees from 1946 through June 30, 1965:

Fiscal Year	Revenues	Operating Expenses	Excess of Revenue	Stalls Rented	Tonnage
1946-1947	\$ 16,006.50	\$ 4,101.48	\$ 11,905.02	-	- *
1947-1948	19,748.00	14,747.81	5,020.19	15,428	6,085
1948-1949	26,287.50	15,285.47	11,002.03	17,267	10,668
1949-1950	32,190.50	12,458.77	19,731.73	20,895	11,695
1950-1951	20,601.50	21,231.69	-(630.19)	13,556	7,337**
1951-1952	29,363.50	21,651.73	7,711.77	14,431	8,156
1952-1953	33,403.25	18,374.48	15,028.77	18,726	8,813
1953-1954	37,423.50	18,670.37	18,753.13	20,662	9,497
1954-1955	37,916.25	18,661.35	19,254.90	21,495	9,481
1955-1956	35,142.00	17,675.67	17,466.33	20,755	7,927
1956-1957	34,812.06	18,454.77	16,357.29	20,584	8,019
1957-1958	34,844.00	19,148.69	15,695.31	20,659	7,694
1958-1959	40,934.00	22,475.18	18,458.82	22,712	6,885
1959-1960	46,850.75	19,583.62	27,267.13	22,128	6,806
1960-1961	47,159.50	20,708.90	26,450.60	22,461	6,651
1961-1962	41,769.75	25,129.64	16,640.11	21,012	5,675
1962-1963	38,763.75	20,232.25	18,531.50	18,683	5,244
1963-1964	37,541.00	21,863.44	15,677.56	18,367	4,897
1964-1965	36,058.00	23,156.33	12,901.67	17,898	4,396
	\$646,815.31	\$353,591.64	\$293,223.67	347,719	135,956

* Records are incomplete for fiscal year.

** Market closed from February to July due to construction of new stalls.



The breakdown below summarizes the Farmers' Market Capital Expenditures Program as of June 30, 1965. The City and County of San Francisco has been reimbursed for capital expenditures through the excess revenue each year.

Capital Expenditures: (Adjusted to agree with Controller's figures 1963-64)

Land	\$ 53,032.15
Improvements	<u>195,378.57</u>
Total	\$ 248,410.72

Revenue and Operating Expenses:

Revenues	646,815.31
Less Operating Expenses	<u>353,591.64</u>
	<u>293,223.67</u>
Excess of Net Revenue Over Capital Expenditures	\$ 44,812.95

RECOMMENDATIONS FOR THE FARMERS' MARKET:

The following projects will be required for the safe and efficient operation of the Market:

1. Traffic Striping is Urgently Needed:

The existing crosswalk clearance line and parking lane striping throughout the Market is worn so that it is partly obliterated. This condition is leading to haphazard parking and the resultant loss of traffic control, and is a hazard to both motorists and pedestrians.

2. Painting of Wooden Stalls:

The north row of stalls which are wooden, and the wooden partitions of the south row of stalls require painting to maintain the appearance of the Market and to prevent the deterioration of these wooden surfaces.

3. Painting of Flag Pole:

The 80 foot flag pole should be painted and the gold ball on top refinished to prevent their deterioration and damage.

REGISTRAR OF VOTERS 1964-65

By authority of Charter Section 173 and the State Elections Code, the Registrar of Voters is responsible for the conduct, management and control of the registration of voters, and of the holding of elections and of all other matters pertaining to elections in the City and County. The small permanent staff has remained constant for many years. This force is augmented by seasonal workers, as required, during the registration and election periods. On Election Day, about 4500 precinct officials are employed.

During fiscal year 1964-65 the Registrar conducted the November 1964 Presidential Election. At this election local measures including Charter Amendments and Bond Issues also were submitted to the voters. The November 1964 Presidential Election also included several very controversial State Measures and a large voter turn-out was realized. Voter interest has also been aroused by factional disputes within each major party and this interest is likely to be carried into the June 1966 primary elections. In February 1965 the Registrar conducted a regular election for employee member on the Retirement Board, and in June 1965 a special election to fill a vacancy on the Health Service Board.

Election Problems

The problem of the overly long ballot is still a complicating factor in elections. These very long ballots complicate our work and delay the count. They also make it virtually impossible for the voter to give proper study to the measures submitted for his decision. Considerable press comment has dealt with this phase of election procedure, but no acceptable solution to the problem has been found. Legislation has been introduced in State Legislature that would require separate elections for the partisan offices and nonpartisan offices and measures. This legislation did not pass; the main objection being the great added cost of conducting an additional election. Legislation was also introduced to restrict the submission of local measures at a statewide election. This also failed of passage.

There is a very serious prospect that re-apportionment of the State Senate will create major problems in San Francisco. Some of the proposals now being considered would create overlapping districts and greatly increase our administrative problems. The problems would be even worsened if a piece-meal re-apportionment of Congressional Districts is made. These matters are now pending in the Federal and State Courts and the eventual outcome is uncertain.

Registration of Voters

For several years now State law has required the Registrar to deputize volunteer workers to take voters' registration. These workers are mostly partisan people or others who have a particular interest in the election. This program increases certain costs and any possible savings that might accrue by reason of some work being done by unpaid

personnel is offset by costs of instructing and checking the work of these deputies. Added problems arise since we cannot closely supervise and direct these people who are authorized to work when and where they deem it desirable. However, the Legislature has repeatedly shown its intent to further expand such registration activities. At the 1963 session State legislation was enacted whereby a voter may transfer his registration through a Post Office change of address card. This procedure was tried in some counties, but was abandoned when it was found to be unworkable. At the 1965 session, legislation was introduced to extend the registration period to include up to 30 days before election. The bill was amended to close registration 45 days before election and was passed by the Assembly. It failed to pass in the Senate, but it is certain to be pursued in 1967. While an extended period of registration may be desirable, the Registrar believes this can be accomplished only by eliminating certain other desirable features and conveniences to the voter.

Population Changes

San Francisco's population is again increasing and will result in an increasing number of registrations. In the past decade the number of registered voters has declined due to decreasing population and the greater decrease in the city's adult population. This population decrease has not reduced the work load because the population has been more transitory and mobile due to large scale demolitions and reconstruction in connection with wartime housing projects and the Redevelopment programs. These dislocations do not increase our total registration, but do require new registrations and cancellation of old registrations. Much of this activity is now being stabilized and it is believed that as certain areas are occupied, the new registrants will be likely to remain at these locations.

New Voting and Counting Procedures

The State Legislature and the County Clerks and Registrars have been greatly concerned with the need to speed up election returns and to modernize election procedures. San Francisco has used voting machines for 40 years and has always maintained a leading position in the conduct of elections. In the past few years, several of the major counties have explored the use of mechanized or electronic equipment to record, or, to count the votes cast. Improved voting machines are now being offered; or, are being developed. Some of the concepts being considered are not machines at all, but devices whereby the voter's choice is punched onto cards to be counted by data processing equipment. Actual ballot counting by electronic scanning has been tested in two counties. Results have been mixed. Legislation was introduced to make such methods illegal but failed of passage at the 1965 session of the State Legislature.

Some counties have gone into electronic data processing for maintenance of their files and compilation of voters list and election tallies. Some difficulty has been encountered but it is believed that these developments will result in eventual improvements in these operations. It appears probable that the Registrar's records can be

converted to this program within the next few years. However, the basic problem still appears to be the very complex ballot and the very liberal election laws. The State Legislature is reluctant to restrict voters in any way but appears equally reluctant to simplify the ballot. Much of the problem has been built-in over a long period of time in the State Constitution and the San Francisco Charter, neither of which can be amended without a vote of the electorate. Only by complete revision could these unwieldy documents be made more adaptable to changing conditions which now require constant amending. Much more study and effort will be required before this state's election procedures can be really modernized.

Registrar of Voters Staff

Staffing problems continue to be an area of concern to the Registrar. These problems are particularly acute in the clerical group where most of the positions are at the entrance level. As positions were vacated they were reclassified pursuant to the Civil Service survey made several years ago. These new classifications did not appear to be significant, but in actuality they constitute a downgrading of the positions. In the past 5 years, 9 of the 17 positions were downgraded. In the same period there was a turnover of personnel in 14 of the 17 positions. In some cases the turnover has been multiple; in one position there have been 4 different people; in another 3 different people with probability of further change in the near future. Since the office employs up to 100 seasonal clerks, it is vital that there be some degree of permanency and experience in the regular staff. This appears impossible to achieve unless these positions are so classified that competent people can be obtained, and, more important, retained.

5-Year Workload Comparison

	<u>1960-61</u>	<u>1961-62</u>	<u>1962-63</u>	<u>1963-64</u>	<u>1964-65</u>
Regular elections (number)	1	2	1	1	1
Registration affidavits processed	75,372	49,578	79,301	81,394	64,638
Registration affidavits cancelled	88,879	34,662	120,219	41,382	82,908
Sample ballots mailed	404,613	728,427	384,470	785,323	389,900
Absentee ballots requested (paper)	14,114	5,814	7,745	8,224	14,198
Absentee vote (paper)	12,525	4,810	6,708	7,160	12,602
Absentee vote (machine)	5,329	5,106	4,037	7,451	5,287
Precincts used	1,286	2,608	1,332	3,140	1,341
Voting machines used	1,640	3,274	1,640	3,761	1,670
Voting machines loaned/leased	336	260	327	233	274
Precinct vote (machines)	330,436	449,820	285,054	527,320	313,723
Total votes cast	348,290	459,736	295,799	541,931	331,612
Employee group elections (ballots)	31,346	13,592	13,651	12,195	12,629

PUBLIC GUARDIAN

The office of Public Guardian was created in San Francisco County on July 1, 1960, under authority of Section 5175 of the Welfare and Institutions Code of the State of California. On July 1, 1960, the Public Administrator became ex officio Public Guardian. The purpose of the office is to provide a public officer to serve, when needed, as guardian of the person and/or estate of persons who are patients in county facilities or recipients of aid under the Welfare and Institutions Code.

The Public Guardian, like any other guardian appointed by the Court, has the care and custody of the person of his ward and the management of his estate until legally discharged, or in the case of the guardianship of a minor, until the minor reaches the age of majority, or the ward marries at 18 or over. The guardian must pay the ward's just debts as far as the estate is able, if necessary, selling the ward's real property or borrowing on it. He must demand, sue for and collect all debts due the ward. He must appear for and represent the ward in all actions or proceedings. He must manage the ward's estate frugally and without waste and apply the income as far as necessary to the convenience, suitable support, maintenance and age of the ward.

He must file an inventory of all the estate's assets, together with an appraisal of the assets, unless the estate consists of money only, or money and other personal property of a market value of less than \$50. He must file periodic accounts for approval by the Court. Upon the death of the ward, if no probate of the estate is necessary, the funeral and last illness expenses may be paid, and, after such payment of these expenses and of the fees of the Public Guardian, a balance of cash remains in the estate, this may be delivered to the heirs at law under Section 630 of the Probate Code or delivered to the Public Administrator for administration.

The Public Guardian program has been in operation for four years. The program is beneficial both to the ward and to the county. In all cases, the appointment is for both the person and estate. The ward is benefited by the personal attention of this office. The county is benefited by the payments for hospitalization and for back obligations of the ward. Without the Public Guardian program these incompetent people would be unable to collect welfare assistance, Social Security, and other pensions or benefits to which they are entitled.

Enses Crowded Hospital Condition

Where wards have sufficient funds they are moved from the county facilities to private rest homes. This provides additional beds at the San Francisco General Hospital for patients who are more in need of medical assistance.

Efficiency of Administration

The fact that the Public Administrator does receive statutory fees in the general probates also imposes some obligation on him to the heirs and creditors to at least give them the same attention as would private administrators. Heirs are frequently prepared to be critical of the Public Administrator's Office, especially in those cases in which they have been denied the right to probate the estate because of their non-residence. They feel that, if they had been allowed to administer the estate, they could do a much more efficient job and a much speedier job than the Public Administrator. As a matter of fact, the Public Administrator's Office would not bow to any other administrator whether a corporate institution, such as a bank, or a private individual, as to the efficiency and speed with which probate matters are administered.

The public, of course, is not aware of this and the constant problem of attempting to please the unreasonable as well as the reasonable segments of the public means that every step must be taken that will insure a more efficient use of the staff. Actually, most expenditures which could be made to increase efficiency would, in fact, not be additional expense, but rather an investment to return more income to the City. There is every indication that the number of cases and the amount of money to be returned in estates will, during the years, continue to increase. The sooner these cases can be processed to completion, the sooner the fees are returned to the City treasury.

10 Year Comparison - Expenditures and Revenues

<u>Fiscal</u> <u>Year</u>	<u>Budgeted</u> <u>Expenditures</u>	<u>Actual</u> <u>Expenditures</u>	<u>Difference</u>	<u>Estimated</u> <u>Revenue</u>	<u>Actual</u> <u>Revenue</u>	<u>Difference</u>
1955-56	\$ 91,997	\$ 90,194	\$ - 1,803	\$138,000	\$195,509	\$ 57,509
1956-57	98,384	95,970	- 2,414	160,000	208,765	48,765
1957-58	109,610	106,009	- 3,601	180,000	179,039	- 961
1958-59	115,454	114,215	- 1,239	180,000	176,538	- 3,462
1959-60	118,185	115,716	- 2,469	185,000	205,249	20,249
1960-61	134,654	129,742	- 4,912	200,000	203,570	3,570
1961-62	147,520	138,761	- 8,759	210,000	181,652	-28,348
1962-63	150,721	147,190	- 3,531	200,000	230,508	30,508
1963-64	155,791	149,160	- 6,631	207,000	215,610	8,610
1964-65	162,441	154,996	- 7,850	200,000	193,442	- 6,558

Workload Comparison

	1961-62 <u>Actual</u>	1962-63 <u>Actual</u>	1963-64 <u>Actual</u>	1964-65 <u>Actual</u>	1965-66 <u>Estimated</u>
Applications Investigated	253	209	227	529	900
Total wards as of June 30	210	254	237	213	900
New wards during year	146	92	37	46	700
Guardianships terminated	23	48	54	70	100
Expenditures	\$ 20,889	\$ 23,044	\$ 24,491	\$ 25,312	\$ 122,693
Direct benefits to County	\$200,000	\$603,240	\$494,985	\$537,387	\$2,000,000
Revenues from fees	\$ 200	\$ 5,066	\$ 5,527	\$ 8,734	\$ 10,000

Necessary Changes

In March 1965 the Public Guardian was apprised of the regulation of the State Department of Social Welfare requiring the appointment of a guardian in approximately 600 additional cases in San Francisco of persons receiving various welfare assistance. In the event a guardian is not appointed, State and Federal contributions for hospital care, etc. will be terminated, thus imposing the entire cost of this care on the City and County of San Francisco. To avoid this situation, the Board of Supervisors approved a supplementary budget for the 1965-66 fiscal year. As soon as proper quarters are found, an emergency budget is contemplated to provide the necessary services. These budgets will solve many of the problems cited in previous Annual Reports, such as adequate staff and the consolidation of the Public Administrator and the Public Guardian Offices. The transportation problem remains to be solved.

Fees

The Welfare and Institutions Code provides that upon termination of the guardianship, either by death or restoration to competency, the Public Guardian may now be awarded fees by the judge of the Superior Court on the filing of the final account. The fees for the last fiscal year amounted to \$8,734.00. These fees are in addition to other benefits, both direct and indirect, received through this program.

PUBLIC ADMINISTRATOR

The Public Administrator is an officer of the County Government as described in Section 24000 of the Government Code and as provided for in the Charter of the City and County of San Francisco. The purpose of the office is to provide for the protection of the property of deceased persons and for the protection of the interests of heirs and creditors in such property.

The duties of the Public Administrator as both a conservator and an administrator of the estates of deceased persons is set forth in Section 1140 of the Probate Code, as follows: "The Public Administrator of each county must take immediate charge of the property within his county of persons who have died when no executor or administrator has been appointed and in consequence thereof the property, or any part thereof, is being wasted, uncared for or lost; and of all estates ordered into his hands by the Court. He shall apply for letters of administration upon estates of decedents who have no known heirs when the Superior Court of his county has jurisdiction thereof, and may apply for such letters upon any other estate upon which he is entitled to administer".

All functions pertaining to each estate are handled by the office staff. These functions include - the investigation, making funeral arrangements, applications for letters, collection of all assets, payment of all legal debts, sales of real and personal property, filing and defending suits, obtaining all county, state and Federal tax clearances, and distribution to heirs and the State of California. A complete and thorough investigation must be made of each estate reported - without a proper investigation there could be a loss of revenue to the county as well as a loss to the creditors and heirs.

Investigation of Cases

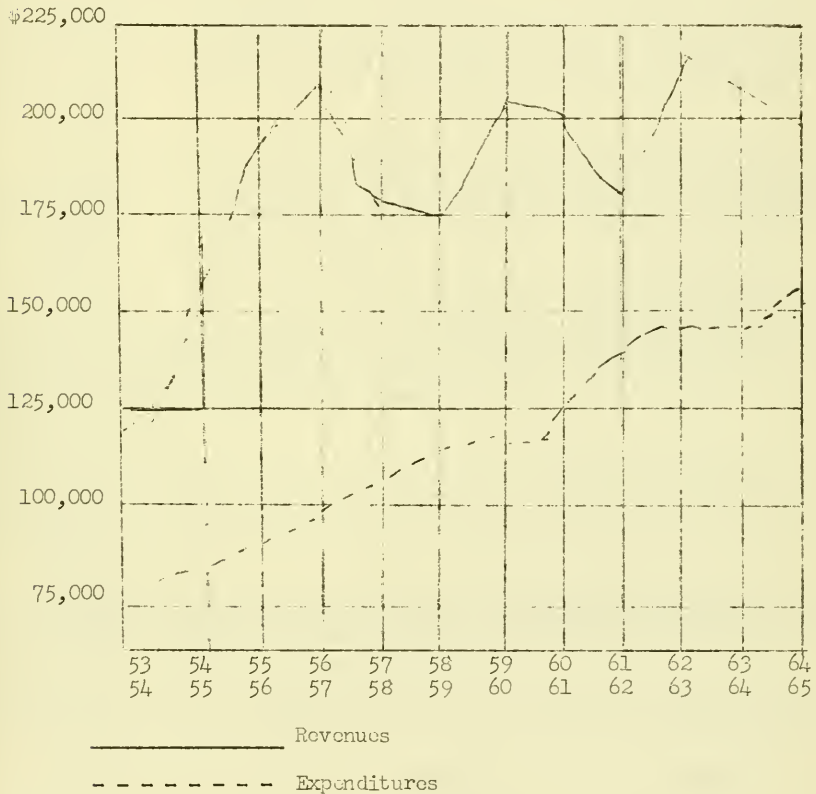
Approximately 40 percent of the cases investigated are administered by the Public Administrator's Office. The remaining 60 percent either have no assets or are turned over to the named executor or administrator who may have a priority to serve. The above is one of the service functions of this office.

5 Year Workload Comparison

	1961-62	1962-63	1963-64	1964-65	1965-66
	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Estimated</u>
Estates Investigated	1,296	1,332	1,297	1,359	1,400
New Estates Opened	488	487	549	505	550
Final Accounts Filed	344	357	343	253	400
Discharges Filed	246	422	305	313	500
Open Estates (end of year)	898	963	1,207	1,399	1,200
Revenue from fees	\$181,652	\$230,508	\$215,611	\$193,442	\$200,000
Operating Expenses	\$138,761	\$147,190	\$149,160	\$154,996	\$165,981
Net Revenue	\$ 43,043	\$ 83,467	\$ 66,510	\$ 38,446	\$ 34,019

The Public Administrator's Office is entirely self-supporting and as a matter of fact produces a profit for the City and County of San Francisco out of the revenues received from the estates of decedents. These revenues pay not only for the services in the general estates, but also for the free services provided in investigating decedents deaths where no estates are ever opened by the Public Administrator.

12 Year Comparison - Revenues vs. Expenditures



The serious problem of transportation affects both the Public Administrator and the Public Guardian. The calls which have to be made by the deputies, investigators, etc., throughout the whole area are so numerous that many of them must be delayed until they can be calandered so that the one automobile of the Public Administrator can be used. No other form of transportation is available in that the Public Administrator and Public Guardian are both faced with the problem of constantly moving personal effects, property, etc., of wards and decedents and must, of necessity, frequently go out of San Francisco to adjoining counties.

TAX COLLECTOR

1964-65

The Tax Collector operates under several sets of laws, either State or Local, as the basic nature of the task to be done dictates. As a County Officer he must observe the directives of the State Revenue and Taxation Code in: (a) collecting current and delinquent real and personal property taxes, (b) preparing and publishing by June 8 of each year a list of delinquent real estate tax payers, (c) making required periodic reports to the State Controller and to the local auditor, (d) executing deeds to the State of California on properties delinquent for five or more years, (e) making provisions to hold public auctions of tax-deeded properties and the actual auctions themselves, and (f) making refunds on duplicate or erroneous payments.

As a City Officer he proceeds under the Charter and Ordinances of the City and County in: (a) collecting licenses, (b) operating the Bureau of Delinquent Revenue, (c) collecting Parking Meter receipts, (d) collecting the Hotel Room Tax, and (e) making the reports and settlements required of a local official who collects monies.

During 1964-65, there was again an appreciable increase in the work load of the Tax Collector's Office. The increased activity occurred in all five of the Bureaus that comprise the Tax Office. These are: Cashier's Division, Real Estate Tax Division, Parking Meter Division, Bureau of Delinquent Revenue, and Bureau of Licenses.

Cashier's Division

During the last fiscal year, the Cashier's Division of Tax Collector's Office collected \$167,761,935.17, an all-time high for the eleventh consecutive year.

Peak periods for tax collection were from July 15 to September 15 for unsecured personal property taxes, and from November 1 to December 15 and March 1 to April 15 for real property taxes. Peak periods for license collections were in January, July, and October.

Following is a table of collections for the various divisions for 1964-65, as compared with 1963-64.

	<u>1963-64</u>	<u>1964-65</u>
Real Property Taxes and Secured		
Personal Property Taxes	\$111,791,095.88	\$121,144,935.86
Unsecured Personal Property Taxes	22,944,851.45	22,386,267.54
Purchase and Use Tax	18,154,418.59	18,924,343.27
Parking Meters	1,467,727.26	1,550,903.12
Delinquent Revenue	1,337,462.05	1,329,083.68
Licenses	2,146,549.35	2,327,106.46
Miscellaneous	56,326.49	99,295.24
Total	\$157,898,431.07	\$167,761,935.17

The \$10,000,000 increase in real property taxes is partially due to some increased assessments, but mostly because of the tax rate rise from \$8.82 to \$9.23.

Real Estate Tax Division

Reconversion to an Electronic Data Processing program has been somewhat delayed, due to other E. D. P. schedulings. The July Real Estate Rolls, the Mailing Lists, and the November bills are all being electronically produced. Programming by the E. D. P. staff is proceeding, with the ultimate objective of having all tax collection procedures and accounts done electronically. Rapidity of accomplishment is, of course, contingent upon the amount of attention that can be given by the staff to Tax Office matters.

Real estate tax delinquencies in San Francisco are still the lowest among all major counties in the State.

The following table shows delinquencies for 1964-65, compared with 1963-64.

	<u>Real Property Taxes</u>	<u>Unsecured Property Taxes</u>
Amount Delinquent June 30, 1965	\$1,510,722.89	\$638,899.22
Amount Delinquent June 30, 1964	1,257,786.82	614,110.72
Per Cent Delinquent June 30, 1965	1.234	2.66
Per Cent Delinquent June 30, 1964	1.115	2.54

There were 3,173 parcels sold to the State and 20 deeded to the State in 1964-65, compared to 3,735 parcels sold to the State and 10 deeded to the State in the previous fiscal year.

Purchase and Use Tax

San Francisco's Purchase and Use Tax has been collected since July 1, 1958, by the State of California as agent for the City and County, and the revenues minus collection costs are returned to the City and County.

The figures for this, and last year, are shown previously in this report.

Parking Meter Division

The Parking Meter Division collects, sorts and counts, and prepares for deposit all coin deposited in 12,721 parking meters in San Francisco. Thirteen collectors are used in the operation, eight men in three panel trucks collecting the money and winding the springs of about 4,250 meters daily, while five men in the office process the coins. Of the 53,741,471 coins handled during the fiscal year 1964-65, 36,748,667 or 68 1/3% were cents, 10,326,973 or 19% were nickels and 6,665,831 or 12 1/2% were dimes. The total weight of the coins processed during the year was 402,102 pounds, an increase over the previous fiscal year of 10,782 pounds.

This increase in weight is also marked by a new record in revenue. The yearly total of \$1,550,903.12 is an all time high, representing an increase over 1963-64 of \$83,175.86 and an increase over the previous high year of 1960-61 of \$50,899.48. Probably the factor most responsible for the larger income was the adoption of the coded "Yale type" lock, which replaced the area series of "Ace type" locks. These "Ace" locks had been in continual usage for seventeen years and had become vulnerable to pilferage attack. Their replacement was started in October 1963 and the entire system was converted by September 1964. Since this time, pilferage has dropped to negligible proportions, although there is no assurance that this will continue. It is known that the new keys have been duplicated, but apparently these forgeries do not operate as efficiently as the home-made "Ace" keys.

Also affecting the operation was the implementation of the Parking Authority Off-Street Parking Program. Starting metered operation in August 1964 with one lot at 18th and Castro Streets the system rapidly expanded and by the close of the fiscal year six more lots were in use located at West Portal and Vicente, 16th and Hoff Streets, 24th and Noe Streets, 20th Avenue and Irving Street, 21st Avenue and Geary Street, and Felton Street and San Bruno Avenue. These lots vary in size from 15 to 72 stalls, and, combined, total 191 stalls. We are given to understand by the Parking Authority that eight more lots are considered for the coming year.

Additional meters were added to several existing zones such as Zone 2, Haight Street, Zone 15, Irving Street, Zone 9, Cortland Avenue, and Zone 20, Larkin Street. All of these factors - the new locks, the off-street parking program, and the additional meters have combined to produce the record revenue for the fiscal year. Also of interest is the testing of the "Duncan" Parking meter. Several have been installed, and comparison data is being assembled by the Department of Public Works.

A comparison of yearly parking meter revenue follows:

1958-59	\$1,130,967	1962-63	\$1,491,368
1959-60	1,401,912	1963-64	1,467,727
1960-61	1,500,003	1964-65	1,550,903
1961-62	1,459,558		

During the year Canadian and foreign coins were redeemed for \$1,236.80. An average of more than 3 pounds daily of washers and slugs, or more than 700 pounds during the year was separated from the negotiable coins and disposed of in the bay.

Bureau of Delinquent Revenue

A total of 43,730 accounts was transferred to the Bureau of Delinquent Revenue by various City and County departments during 1964-65.

The number of accounts handled represents a continuous increase over those of previous fiscal years. This was accomplished with no increase in the number of personnel and without a full crew of investigators in the field for the entire year.

Cost to the City and County for monies collected by the Bureau of Delinquent Revenue was approximately 8.05% during the same fiscal year.

Following is a summary of activities of the Bureau for 1964-65, showing also a comparison with 1963-64.

	<u>1963-64</u>	<u>1964-65</u>
No. Unsec. Prop. Tax Bills	40,493	40,176
Collections, Unsec. Del. Prop. Taxes	\$ 853,147.04	\$ 864,163.17
No. Pub. Health Dept. Del. Accts.	1,304	1,245
Collections, Pub. Health Dept.	\$ 345,438.46	\$ 316,667.43
No. Pub. Library Del. Accts.	1,637	1,286
Collections, Public Library	\$ 7,777.19	\$ 7,410.61
No. Sonoma Home Accts.	15	34
Collections, Sonoma Home	\$ 83,008.67	\$ 79,726.52
No. Other City & Co. Dept. Del. Accts.	760	700
Collections, Other Depts.	\$ 45,397.58	\$ 66,486.13
No. Interest, Fees, Court Costs Accts.	353	289
Collections, Int., Fees, Court Costs	\$ 2,693.11	\$ 1,920.55
Total No. Accounts Received	44,562	43,730
Total Collections, Delinquent Accounts	\$1,337,462.05	\$1,336,374.41

As part of collection enforcement procedures, 2,071 court actions were instituted in 1964-65. Of this total, 1,944 were filed in Small Claims Court, 119 in the Municipal Court, and 8 in the Superior Court.

Bureau of Licenses

For the fiscal year 1964-65 the Bureau of Licenses showed an increase in gross receipts. As an efficiency move, we have endeavored to place licenses on an annual, rather than a quarterly basis, wherever possible. Following is a breakdown of licenses by type, number, and amount for 1964-65 compared to 1963-64:

	<u>1963</u>	-	<u>1964</u>	<u>1964</u>	-	<u>1965</u>
	Number		Amount	Number		Amount
General Business	31,687	\$	606,598.62	31,183	\$	643,747.05
Vehicles	381		39,238.00	367		38,379.50
Bicycles	4,380		2,190.00	4,063		2,031.50
Inspection Fees .	2,505		79,988.15	2,461		79,743.10

	1963	-	1964		1964	-	1965
	Number		Amount		Number		Amount
Contractors . . .	2,315	\$	23,433.00		2,292	\$	23,109.00
Miscellaneous . .	3,428		7,575.45		3,541		7,831.85
Dog	30,827		92,481.00		30,484		91,452.00
Duplicate Dog Tags	369		184.50		491		245.50
Curb Painting . .	18		2,381.25		19		2,346.90
Meat	<u>635</u>		<u>16,235.33</u>		<u>602</u>		<u>15,999.25</u>
Total (Excluding Hotel Room Tax)	76,545	\$	870,305.30		75,503	\$	904,885.65
Hotel Room Tax	<u>1,532</u>		<u>1,313,190.20</u>		<u>1,542</u>		<u>1,444,751.29</u>
Grand Total							
License Bureau	<u>78,077</u>	\$	<u>2,183,495.50</u>		<u>77,045</u>	\$	<u>2,349,636.94</u>
<u>Hotel Room Tax Sub-Bureau</u>							

Although a separate Budget item, the Hotel Room Tax as shown above is collected by the Bureau of Licenses.

Established by Ordinance July 1, 1961, the Hotel Accounts set up by the License Bureau amounted to 1560 in 1964-65. This represents approximately 450 active tax-paying hotels.

Each quarterly amount represents the tax collected by the hotels between the dates specified.

A comparison of collections by quarters follows:

	1963 - 1964	1964 - 1965
July 1 - September 30	\$ 393,465.82	\$ 436,698.12
October 1 - December 31	300,861.93	334,392.50
January 1 - March 31	287,895.76	320,140.80
April 1 - June 30	<u>330,966.69</u>	<u>353,519.87</u>
TOTAL	\$1,313,190.20	\$1,444,751.29

504-5689



